**Vacancy Announcement**

Junior non-key expert (JNKE) for providing support to the National Employment Service (NES) in piloting the Youth Guarantee required by EU funded project **“Technical Assistance on implementation, monitoring, and evaluation of employment policy at national and local level and strengthened capacities to participate in ESF”** (NEAR/BEG/2022/EA-RP/0105).

1. **Project background**

The project **“Technical Assistance on implementation, monitoring, and evaluation of employment policy at national and local level and strengthening capacities to participate in the ESF**” is funded by the European Union under IPA II for the year 2020. The project is managed by the Ministry of Finance, Department for Contracting and Financing of EU funded Programme. The main project beneficiaries are the Ministry of Labour, Employment, Veteran and Social Affairs and National Employment Service.

The **overall objective** of the project is **to enhance employment and employability of the labour force focusing on youth, persons with disabilities, long-term unemployed and women.**

The **specific objectives** (Outcomes) of this contract are as follows:

* To support the MoLEVSA, NES and LSGs[[1]](#footnote-1) in improving effectiveness of ALMPs through improved design and analytical base for their implementation **(Outcome 1)**
* To build capacities of the relevant actors in the field of employment (MoLEVSA, NES, LSGs and other actors) to better perform their tasks related to implementation, monitoring and evaluation of ALMPs[[2]](#footnote-2) **(Outcome 2)**
* To ensure that Serbian institutions and other relevant actors are supported to meet the requirements of cohesion policy and participation in the European Social Fund **(Outcome 3)**
* To support piloting of Youth Guarantee Programme **(Outcome 4)**

## The expected outputs to be achieved are:

* Output 1: Analytical base for the designing and implementation of more effective ALMPs enhanced - to Outcome 1
* Output 2: Capacity for design, implementation, monitoring and evaluation of active labour market policy enhanced - to Outcome 2
* Output 3: Serbian institutions and other relevant actors in the field of employment are prepared to meet the requirements of cohesion policy and participate in the European Social Fund - to Outcome 3
* Output 4: Framework for piloting a Youth Guarantee Programme established - to Outcome 4

1. **Objectives of assignment**

The JNKE will provide support to Component 4 “**Support piloting of Youth Guarantee Programme”** within which, the following outputs are to be achieved**:**

**Output 4 Framework for piloting a Youth Guarantee (YG) Programme established**

**Output 4.1** Piloting of Youth Guarantee Programme in selected locations supported

**Output 4.2** Models for outreach, registration, and activation for NEET youth developed

**Output 4.3** Policy coordination system for the YG Programme and management mechanism to guide activities at national and local level within YG Programme strengthened

**Output 4.4** Study visits for the relevant actors in the field of employment to show case implementation of YG Initiative organised

**Output 4.5** Monitoring framework for YG established and developed

**Output 4.6** Additional analysis for effective implementation of YG Programme conducted

The JNKE expert will provide support to the following project activity (with reference to the project Terms of Reference):

|  |  |
| --- | --- |
| **Activity 4.1.1** | **Support the development of the YG Piloting plan and participate in its implementation in selected locations** |

**Specific tasks:**

In close cooperation with TAT (Technical Assistance Team) and Senior Non-key expert assigned to this project’s activity to provide technical support in the following tasks:

* Provide contribution to the development of the YG Piloting Plan
* Support for mapping the actors in the field (sales, marketing, accounting) and defining possible approaches to organise mentoring support for young unemployed persons who received self-employment subsidy
* Support for mapping providers of child care and developing approach/ies for organising child care services in the case of remote areas

**Expected output/deliverable:**

Under the supervision of the project Team Leader (TL), the Junior non-key expert is expected to produce, in cooperation with Key expert 2 and Senior NKE the following deliverables:

* Contribution to the development of the YG Piloting Plan provided
* Support for mapping the actors in the field (sales, marketing, accounting) and defining possible approaches provided
* Support for mapping providers of child care and development of approach/ies in the case of remote areas provided

1. **Expert profile**

Qualifications and skills:

* University degree academic level in the field of Economy, Law or Social Sciences or other related subjects.
* Good command of English written and spoken.
* Computer literacy (command of Microsoft Office (Word, Excel, PowerPoint, etc.) and the Internet).
* Excellent communication and presentation skills.
* Analytical experience and skills.
* Excellent reporting skills.
* Ability to work in a team.

General professional experience

* Minimum 5 years of general postgraduate professional experience in the field of employment/ALMP and/or social policy.

Specific professional experience

* 3 years of professional experience in employment policy/support services to young NEET (not in education or employment or training)
* Previous professional experience with entrepreneurship/self-employment or mentoring support to self-employed persons
* Previous experience in the direct work with the CSOs (civil society organizations) in the area of employment and inclusion of hard to employ into the labour market will be considered as an asset.
* Previous experience in mapping actors in the business sector, employment or social service sector will be considered as an asset.

1. **Location and timing**

The assignment shall be implemented mainly in Belgrade, with possible visits to Niš, Kruševac and Sremska Mitrovica, Republic of Serbia, in the period from August 2023 to January 2025 including, up to 25 working days. The number of working days is subject to extension as needed.

In case of activity requiring travel and/or stay outside Belgrade, costs of travel, accommodations and meals will be covered by the project.

1. **Reporting**

The expert will deliver monthly reports in the English language on last workday of the month she/he worked, with attached all written deliverables and submitted to the Team Leader. The report will be attached to the expert’s draft timesheet.

1. **Application**

Application letter and EU format CV, both in English, must be submitted by e-mail to [evukcevic@archidata.it](mailto:evukcevic@archidata.it) and [lpavlovova@yahoo.com](mailto:lpavlovova@yahoo.com) no **later than 10.8.2023** titled: “Application for the position – JNKE for supporting the development of YG Piloting plan”.

References must be available on request.

Only short-listed candidates will be contacted.

The Project is an equal opportunity employer, in respect of the principles of good governance, sustainable development and gender equality.

* All applications will be considered strictly confidential.
* Advertised posts are not available to civil servants or other officials of the public administration in the beneficiary country, Serbia.

1. MoLEVSA – Ministry of Labour, Employment, Veteran and Social Affairs

   NES – National Employment Service

   LSGs- local self-governments [↑](#footnote-ref-1)
2. ALMPs – active labour market policies [↑](#footnote-ref-2)