**Vacancy Announcement**

**Junior non-key expert** (**JNKE**) for analysing the current practices of the National Employment Service (NES) cooperation with employers and preparing recommendations for improvement and for organisation of trainings for NES employees on the topic of cooperation with employers based on the findings of the analysis 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 2** “**Building 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”** within which, the following outputs are to be achieved**:**

**Output 2 Capacity for design, implementation, monitoring and evaluation of active labour market policy enhanced**

***Output 2.2*** *Capacities of the NES for implementation and monitoring of ALMPs enhanced*

**The JNKE will provide support to the Technical assistance team (TAT) and in particular to the Senior NKE (SNKE)** to the following project activities (with reference to the project Terms of Reference)**:**

|  |  |
| --- | --- |
| **Activity 2.2.1** | Analyse current practices of NES’ cooperation with employers and make recommendations for improvement |
| **Activity 2.2.4** | Organize trainings for NES employees on the topic of cooperation with employers based on the findings of the analysis (related to the above Activity 2.2.1) |

**Specific tasks:**

**The JNKE will support the SNKE and Technical Assistance project team in: analysing the current practices of NES’ towards cooperation with employers.** **Concretely, the JNKE will support and work with the SNKE to conduct the following specific tasks:**

**Activity 2.2.1**

* **Examining the NES labour market information**

This task to include the following sub-tasks:

* Reviewing information gathered through NES Employers surveys.
* Information about the employers short-and medium-term needs for workers, skills, and occupations demanded as well forecasted lay-offs, etc.
* Collection of information, informing the public on labour market needs; use of information provided by employers, etc.
* **Reviewing the current practices in provision of services to employers**

Within this task:

1. Types of services and measures that NES offers to employers to be examined, precisely the following: advertisement of vacancies; information provided to employers about labour supply and about active employment measures and participation of employers; participation in the employment fair; provision of legal aid; solving the problem of lay-offs; use of technology-based delivery of services, etc.
2. Review the employment mediation process in terms of: tasks in the employment mediation process; scope, quality and success rate of employment mediation; digitalisation of matching the demand and supply/vacancy and the job seekers profile; monitoring the results of employment mediation, etc.
3. Examine the NES “Guide for Working with Employers”
	* **Reviewing the NES’ employer engagement strategies and approaches** (strategies towards employers; methods of employer segmentation; organisational structures and NES staff specialisation; guidance for employer advisors; monitoring of employer’s engagement, etc.)
* **Elaborate the “Analysis Report” with the concrete recommendations for improvement**

(Taking into consideration the findings and good practices in other EU countries)

**Activity 2.2.4**

* **Developing the training for the NES employees working with employers**

The following topics (non-exhaustive list) to be included in the training content: collection, maintain and update of labour market information related to the demand side; modernisation of NES services to employers; effective delivery of employment mediation; NES employers’ engagement strategy and approaches, etc.)

* **Organise training for NES employees working with employers**
* **Developing and delivering training for the NES internal trainers**
* **Ensure** **monitoring and reporting** (feedback provided by participants, training report/s, etc.)

**Expected outputs/deliverables:**

**Under the supervision of the project Team Leader and in close cooperation with SNKE, the Junior NKE is expected to contribute for the producing of the following deliverables:**

**Activity 2.2.1**

* Analysis of current practice of NES’ cooperation with employers
* Recommendations for improvement of the NES’ cooperation with employers

**Activity 2.2.4**

* Training programme and training plan
* Training delivery plan
* Training reports
* Training materials
* Training evaluation feedback

The timeframe set in the project work plan for the related activities must be observed in providing this support.

1. **Expert profile**

*Qualifications and skills:*

* University degree academic level in the field of Economy, Social sciences, Human Resources development 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, and/or social policy and/or Human Resources development.

*Specific professional experience*

* At least 3 years of postgraduate professional experience in the cooperation with employers in the field of Human Resources, employment matching.
* Previous experience in work with Public Employment Service (PES) and/or similar assignment will be considered as an asset.
1. **Location and timing**

The assignment shall be implemented in Belgrade, Serbia, in the following periods:

* **Activity 2.2.1 – December 2023 – January 2024; 15 working days**
* **Activity 2.2.4 – February 2024 – June 2024; 10 working days**

The number of 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 and Lpavlovova@yahoo.com no **later than 6.12.2023** titled:

**“Application for the position** – **JNKE for** **analysis of the current practices of NES’ cooperation with employers and organisation of trainings for NES employees on the topic of cooperation with employers**”.

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)