

Vacancy Announcement

Non-Key experts required for the EU funded project “Technical Assistance to Support Social Inclusion of Youth through Innovative, Integrated and Tailored Services” (EuropeAid/139368/IH/SER/RS)

The project “**Technical Assistance to Support Social Inclusion of Youth through Innovative, Integrated and Tailored Services**” is funded by the European Union, managed by the Ministry of Finance – Department for Contracting and Financing of EU Funded Programmes (CFCU) and implemented in Serbia by Eptisa Southeast Europe d.o.o. Main institutional beneficiaries of the project are the Ministry of Labour, Employment, Veteran and Social Affairs, and the Ministry of Youth and Sports.

The overall objective of the project is to increase employment especially of youth through enhancing youth activity, early acquisition of work experience and entrepreneurship practices and activation of social policy and welfare beneficiaries, including support to the implementation of an EU funded grant scheme “Development of innovative, integrated youth tailored services and active inclusion models” (EuropeAid/159572/ID/ACT/RS).

The project will be implemented in the period February 2019 – Jun 2021.

To complement its team of experts for the project, Eptisa Southeast Europe is seeking applications from suitably qualified professionals to support implementation of the project activities by covering the following positions:

Junior Non-Key Experts

Position 1: Junior Non-Key Communication and Visibility Expert

Based in Belgrade, this assignment will contribute to achievement of the project results by providing expertise in **communication and visibility field**, specifically by participating in establishing the visibility and communication framework for the project, implementing the planned activities, and providing ongoing support to Beneficiary Institutions and Grant Beneficiaries (EU funded grant scheme “Development of innovative, integrated youth tailored services and active inclusion models”) in Communication and Visibility matters, in accordance with relevant EU and national legislation.

The expert will be responsible for:

- organization of all project visibility and communication activities according to the Strategic Framework for Project Communication, including management of production and distribution of visibility materials, media and digital media management;
- maintenance and regular updating of the project website;
- delivery of trainings to Beneficiary Institutions and grant beneficiaries in visibility and communication matters;
- support to developing guidelines for Beneficiary Institutions in grant management;
- provision of ongoing support to the grant scheme implementation in visibility and communication issues, including filtering and approval of grant beneficiaries’ materials, approval of work packages, filtering the information on events and coordination of the event planning table with the relevant institutions;
- provision of guidelines and advice to Grant Beneficiaries in all visibility issues.

In addition to the above, the expert will provide guidance to the project team in communication and visibility matters and/or be asked to provide other similar services, including inputs for project progress reports (when required).

The expert is expected to:

- work closely with the Senior Non-Key Communication and Visibility Expert;
- receive instructions from and report to Key Experts 1 and 2;

- deliver a 1-page monthly report in English language on every last workday of the month s/he worked. The report will be attached to the expert's draft timesheet.

Location and timing

This assignment shall be implemented in Belgrade, Serbia, in the tentative period April 2019 – June 2021. The assignment is foreseen to take up to 50 working days, subject to change (in activity scope, time period, and/or duration) as needed by the project.

Qualifications and Skills

- University degree (or equivalent);
- Excellent communication, reporting and teamwork skills;
- Good writing and editing skills in Serbian and English;
- Fluency in written and spoken English;
- Computer literacy.

Professional Experience

- At least 5 of years post-graduate experience in relevant fields of work;
- Previous experience in visibility and communication matters related to EU-funded projects (or equivalent).
- Previous experience in providing support in visibility and communication matters to municipalities and/or other organizations as recipients of EU funds on EU-funded projects (or equivalent) will be considered an asset.

Position 2: Junior Non-Key Grant Scheme Management and Procurement Expert

Based in Belgrade, this assignment will contribute to achievement of the project results by providing expertise in **grant management and procurement matters**. This will be achieved through: participation in the technical assistance activities aimed at management of the Grant Scheme (EU funded grant scheme “Development of innovative, integrated youth tailored services and active inclusion models”) and supported projects; direct support to Beneficiary Institutions in grant scheme management, procurement and financial management and to the grant beneficiaries in implementing supported projects, including (but not limited to) general implementation rules, reporting and procurement matters; participation in planning and implementation of the foreseen capacity building and communication activities.

The expert will be responsible for:

- planning and participating (when required) in on-the-spot checks of projects funded within the grant scheme;
- provision of assistance to the project team in supporting Beneficiary Institutions in assessment of interim and final reports of grant beneficiaries;
- participation in planning and implementing trainings in grant management and procurement matters to Beneficiary Institutions and grant beneficiaries;
- participation in developing internal guidelines and relevant procedure documents for grant management, procurement and financial management;
- contribution to development and implementation of a mentorship support plan for grant beneficiaries;
- provision of ongoing support (as directed by Key Experts) to Beneficiary Institutions and grant beneficiaries through the project's support channels.

In addition to the above, the expert will provide guidance to the project team in grant management and procurement matters and/or be asked to provide other similar services, including inputs for project progress reports (when required).

The expert is expected to:

- receive instructions from and report to Key Experts 1 and 2;

- deliver a 1-page monthly report in English language on every last workday of the month s/he worked. The report will be attached to the expert's draft timesheet.

Location and timing

This assignment shall be implemented in Belgrade, Serbia, in the tentative period April 2019 – June 2021. The assignment is foreseen to take up to 80 working days, subject to change (in activity scope, time period, and/or duration) as needed by the project.

Qualifications and Skills

- University degree (or equivalent);
- Excellent communication, reporting and teamwork skills;
- Good writing and editing skills in Serbian and English;
- Fluency in written and spoken English;
- Computer literacy.

Professional Experience

- At least 5 of years post-graduate experience in relevant fields of work;
- Previous experience in EU-funded projects (or equivalent);
- Previous experience in overall management and/or procurement and finance matters related to EU-funded grant schemes (or equivalent);
- Previous work with or for local grant beneficiaries on EU funded grant schemes (or equivalent).

How to apply

- If your profile matches the criteria listed above, please send your updated EU format CV in English to the following email addresses: info@ukljucivanjemladih.rs and projekti@minrzs.gov.rs;
- email subject: name and number of the position you are applying to;
- Deadline for submission of applications is **March 31st, 2019**.

Note: More detailed job description, exact duration (number of working days) and starting date for each position depend on the project needs and will be discussed with the shortlisted candidates only.

Only shortlisted candidates will be contacted and asked to provide corresponding certificates proving their education and professional experience.

Note that civil servants and other staff of the public administration, of the partner country or of international/regional organizations based in the country, can only be approved to work as experts if well justified. The justification should be submitted with the CV and shall include proof that the candidate is seconded or on personal leave.