

Terms of Reference

Roma Education Fund Program Manager Project *Employment Empowerment of Young Roma*

The Roma Education Fund's (REF) mission and ultimate goal is to close the gap in educational outcomes between Roma and non-Roma. In order to achieve this goal, the organization supports policies and programs which ensure quality education for Roma through scholarships, grant making and advocacy activities. The objectives of REF include:

- Expanding Romani children's access to quality early childhood education and care
- Improving primary education outcomes for Romani children aged six to fourteen
- Boosting academic performance and graduation rates from secondary education for Romani pupils
- Supporting access to tertiary education, improving graduation levels and strengthening identity of Romani university students
- Expanding employment opportunities for young Romani adults

The Roma Education Fund operates its activities in close links with civil society and institutional partners in 16 countries of Central, Eastern and South-Eastern Europe.

The Project *Employment Empowerment of Young Roma* financed by the German Development Bank aims to support social inclusion of Roma in the Serbian society, through increased graduation rate of secondary Roma students and facilitation of their access to the labour market

Roma Education Fund is seeking competent candidates for the position of Program Manager. Under the supervision of Director of REF, the Program Manager will be based in REF HQ in Belgrade, Serbia. Project Manager supervises the work of seven staff members responsible for the implementation of project and up to five field monitors. The duration of the contract is fixed-term until the expiration of the project on 31 August 2021 with the possibility of extension pending the availability of further funding.

The roles and responsibilities of the Program Manager is to oversee implementation of the project, ensure its quality, coordinate and implement all program activities in accordance with predefined program objectives. The Program Manager is also responsible for managing human resources, delegating and assigning tasks and overseeing the performance of team members, providing expert advice and instructions to better implement project components and coordinate the Project as a whole.

Program Manager is responsible to:

- Lead, manage and facilitate all aspects of project implementation; detailed planning, organization, implementation and oversight; work with experts to design specific policies and strategies; lead overall program activities;
- Manage REF operations in order to implement its strategic goals and to continuously increase the flexibility, efficiency and effectiveness of the program, especially with regard to ensuring adherence to best practices and sharing of knowledge; manage donor relations and oversee the financial and administrative aspects of the project; prepare annual and periodic progress reports;

- Oversee the work of team members utilizing and maximizing the capacity of REF staff to achieve project objectives more effectively and ensure that the project is evaluated upon completion;
- Coordinate and synchronize work with other international and national programs and donor organizations;
- Closely cooperate with all team members to share lessons and experiences from REF projects in different countries and other relevant stakeholders outside REF;
- Ensure that all project activities are in accordance with the laws, rules and procedures of the Republic of Serbia and with the rules prescribed by the donor concerned;
- Monitor and evaluate all project activities and provide recommendations for improvement where needed;
- Ensure that stakeholders have access to information relating to all program components; publicly promote the program and the project results achieved;
- Ensure visibility of REF at public events and improve the sustainability of program and project outcomes.

Necessary Qualifications:

- M.A. or B.A. in the field of social sciences (law, political sciences, social sciences or any other field related to the project)
- 5 - 7 years of experience
- Outstanding project management skills
- Strong strategic and organizational planning skills
- Ability to manage complex international projects, staff and donors from different countries
- Ability to adapt and respond in a flexible manner when needed
- Willingness to develop professionally and personally and to contribute to the growth of the organization
- Proficiency in English and Serbian
- Preference for candidates who are fluent in Romani language
- Desirable knowledge of at least one other foreign language in countries where the REF Network carries out its activities
- Gender sensitivity and respect for diversity

Core competencies:

- **Initiative:** Actively seeks to improve programs or services; Seeks challenging experiences and approaches them with passion, enthusiasm and professionalism;
- **Planning and Organization:** Develops clear goals and achieves results that are consistent with agreed strategies; Adapts and reacts in a flexible manner when necessary;
- **Communication:** Listens to others, correctly interprets messages from others and responds appropriately; Demonstrates openness in sharing information and keeping people informed;
- **Teamwork:** Works independently and collaboratively with others to achieve organizational goals; Shares knowledge and insight with others;

- **Ownership:** Accepts personal responsibility (including shortcomings) and ownership of actions (including for work unit, where applicable) for achieving results; Understands organizational vision, mission and values, and leverages this knowledge when making decisions; Makes tough decisions when necessary;
- **Development:** Actively seeks to develop oneself professionally and personally and to contribute to the growth of the organization; Seeks feedback to learn and improve the organization.

Managerial competencies:

- **Strategic Thinking:** identifies strategic issues, opportunities and risks and integrates them into operations of the organization; generates and communicates broad and compelling organizational direction inspiring others to pursue that same direction; identifies the key issues in a complex situation, and comes to the heart of the problem quickly; ensures that sufficient resources are available for actions proposed.
- **Leadership:** serves as a role model that other people want to follow by communicating effectively and persuading others; promotes at all times values and competencies of the organization; manages in a deliberate and predictable way; provides an environment in which others can talk and act without fear or repercussion; operates with transparency, has no hidden agenda; proposes a course of action or makes a recommendation based on all available information.
- **Managing Performance:** makes sure that roles, responsibilities and reporting lines are clear to each staff member; regularly discusses performance and provides feedback and coaching to staff and provides timely and constructive feedback; delegates responsibility, clarifies expectations and gives staff autonomy in important areas of their work; genuinely values all staff members's input and expertise.

Organizational Values

In order to develop and deliver our education programs that provide quality, inclusive education for Roma children and youth, we believe in five core values that join us together and that mirror the work, actions and ideals of our organization and its culture:

- **Tenacity; Integrity; Justice; Accountability; Inquisitiveness**

How to apply

Qualified candidates are invited to send their Cover Letters, CV's (both in English) and contact details of three Reference persons by 17 February 2020 via email to recruitment@romaeducationfund.org with the subject line: Program Manager, Belgrade

Please note that only shortlisted candidates will be contacted.

Selection process is based on a written test and competency-based interview.

Individuals identifying themselves as Roma and fulfilling the above-mentioned profile and requirements are particularly encouraged to apply.

Roma Education Fund is an equal opportunities employer.