

**Roma Education Fund
Terms of Reference
Country Facilitator for Serbia**

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.

Background

In Serbia, REF has been active since 2005 in financing, implementing and monitoring intervention models from early childhood development through primary, secondary, tertiary and adult education programs which have provided thousands of Roma with educational opportunities to break the cycle of deprivation and to take their place in mainstream society as active citizens. It implements all activities in close cooperation and co-funding of the EU, National Government and responsible ministries, local governments and schools, local NGOs, international organizations and various donors.

Under the supervision of Program Officer, the Country Facilitator for Serbia will be based in REF HQ in Belgrade, Serbia.

Country Facilitator is responsible to:

- Develop, plan and organize project related activities for Serbia;
- Closely follow up and coordinate the administrative tasks in the grant assessment and selection process in cooperation with the Program Officers and Country Facilitators;
- Administrative check of received applications;
- Creation of the evaluation grid;
- Collection of data from scoring, inclusion of data in the evaluation grid in order to ensure proper scoring and ranking of the project proposals;
- Ensure that implementing partners submit regularly reports as required under the terms of the contract;
- Stay abreast of developments in the field, research and participation in relevant conferences and/or meetings;

- Regular field monitoring, collecting data and reporting to the immediate supervisor;
- Organizing and coordinating materials for the meeting of the Project Management Committee;
- Preparation of application packages for the Board;
- Preparation of notification letters to selected/rejected applicants;
- Contact with selected grantees;
- Together with Grant Officer, identify fundraising opportunities in the country and assist in preparing in proposal preparation;
- Contribute to the knowledge production concerning Serbia;
- Work closely on the advocacy initiatives concerning the country portfolio;
- Perform other duties as required.

Other:

- Travel requirements: frequent travel nationally and if required internationally;
- Participating in the REF organized trainings/events;
- Serbian national.

Necessary Qualifications

- Higher education (academic qualifications) in the sphere of social sciences;
 - Basic academic studies, Qualification level 6.2 or 6.1Minimum higher vocational qualifications in the field of economic or social sciences, VI or VII degree. Bachelor's degree / BA or equivalent advanced degree is preferable;
- Minimum three years of relevant experience and/or training, or equivalent combination of education and experience;
- NGO experience is essential;
- Experience and competencies in working in a multicultural environment;
- Previous experience in working with Roma and/or Roma CSOs.

Skills Required

- In-depth knowledge and understanding of the Roma context in Serbia;
- Working efficiently in a fast-paced environment, troubleshooting and following activities through their successful completion, with strict deadlines and with attention to details, budgetary requirements, monitoring, evaluation and reporting;
- Effectively work as a team member, as well as independently, with a high-level of self-motivation and ability to set and meet goals;
- Good command of the English and Serbian language (written and spoken);
- Knowledge of Romani language is considered an added value;
- Excellent organizational, analytical, communication and interpersonal skills;

- Wide contact networks in the country;
- Good listening and communication skills, with sensitivity to cultural communication differences;
- Good communication skills with high sensitivity to cultural differences;
- Pleasant, diplomatic manner and disposition in interacting with colleagues and general public;
- Proficient level of computer literacy (Microsoft Word, Excel, Power Point etc.);
- Diver license is considered an added value.

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.

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

Expected start date: June 1, 2020

Location: REF Headquarters in Belgrade, Serbia

Application Process

A complete application includes:

1. Curriculum vitae in Europass format
2. Letter of interest, that should include:
 - a. Your motivation;
 - b. Academic/Education degree;
 - c. Any previous experience in working with state authorities, education and employment agencies in Serbia;
 - d. Previous experience working with Roma communities and civil society organizations (CSOs) or other relevant organizations in Serbia;
 - e. Brief overview of the competencies possessed in line with competencies required by REF.

Application must be submitted in English by **March 30, 2020** to the following address: recruitment@romaeducationfund.org. Please include in the subject line "Country Facilitator for Serbia".

Individuals identifying themselves as Roma, Roma Education Fund scholarship recipients, and fulfilling the above-mentioned profile and requirements are encouraged to apply. Qualified female candidates are particularly encouraged to apply.

Roma Education Fund is an equal opportunities employer.