

<b>Vacancy:</b>	Field Monitors [2 positions]
<b>Type of Contract:</b>	Fixed term until 31 August 2023
<b>Location</b>	Serbia
<b>Posting Date:</b>	September 20 <sup>th</sup> , 2022
<b>Closing Date for Application:</b>	October 7 <sup>th</sup> , 2022

### **Organizational Background:**

The Roma Education Fund's (REF) mission and goal is to close the gap in educational outcomes between Roma and non-Roma. To achieve this goal, the organization supports policies and programs that ensure quality education for Roma, including desegregation of education systems, through scholarships, grant making, research and advocacy activities.

### **The objectives of Roma Education Fund 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 for Romani students in secondary education;
- Supporting access to tertiary education, improving graduation level and strengthening indent of Romani university students;
- Expanding employment opportunities for young Romani adults.

The Roma Education Fund (REF) in Serbia implements the project "Employment Empowerment of Young Roma – phase II" funded by German Financial Cooperation implemented by KfW on behalf of the German Government – Ministry for Economic Cooperation and Development.

The overall objective of the project "Employment Empowerment of Young Roma – phase II" is support the social inclusion of Roma in Serbia by increasing the completion rate of secondary education Roma students and facilitating their transition into the labor market by increasing their professional competencies through a series of activities implemented within three project components: education, employment, and reintegration of Roma returnees.

Activities covered by the project include, but are not limited to, the provision of scholarships and mentoring support to Roma secondary education students, providing support to Roma individuals in retraining, vocational training and attending in-demand skills and language courses, providing paid internships for successful Roma graduates, and facilitating employment through cooperation agreements with employers from the private, public, non-governmental and international sectors. Moreover, the project aims to provide specific support young Roma returnees and their families through a grant scheme implemented in cooperation with local partners throughout Serbia.

The Project is supported by the German Financial Cooperation Program implemented by the German Development Bank KfW on behalf of the Government of the Republic of Germany – Ministry of Economic Cooperation and Development and implemented in Serbia.

### **Objective**

We are looking for an agile, responsible, motivated and dedicated person to join and support our team in implementation of the project by ensuring employment project component, which includes:

- establishing cooperation with the Roma community in order to motivate young Roma to actively participate in the programs implemented by REF, thereby improving their position on the labor market.
- Empower university and secondary school Roma students to pursue their education to employment route with partners from public, civil and private companies established by REF.
- involvement of Young Roma in activities under program components related to employment empowerment.

This position is open for the duration of the project until 31<sup>st</sup> August 2023. The selected candidate will sign a full-time fixed-term contract of employment for the duration of the project.

### **Duties and responsibilities**

The roles and responsibilities of the Field Monitor is to support and monitor implementation of the employment project component in the field, ensure its quality, coordinate activities in the field and report to Employment Officers.

The Field Monitor is responsible, but not limited to the following activities:

- Continuously monitor the progress of all beneficiaries with the Roma youth employability enhancement component of the project he/she is engaged in, by direct visit to the field, especially with regard to the advancement of beneficiaries (compulsory once a month, and more frequently if necessary).
- Provides support to all program beneficiaries in case of regular, unplanned and emergency situations.
- Mediates in solving challenges in the field, in the mentor-intern relationship, during training and paid work placements.
- Collects the reports of mentors and interns from the field and submits consolidated reports to the superior.
- Indicates possible challenges from the field and gives suggestions for solving them.
- Submits reports on his/her work on a monthly basis, and more frequently if necessary.
- Promptly informs superior of the situations that require urgency in decision-making and action.
- Performs other tasks as needed and based on the request of the superior as well as the program manager.

### Required qualifications

- Completed higher education (academic qualifications) in the sphere of social or natural sciences.
- Previous experience in working and communication with the Roma community.
- Previous experience in working with CSOs.

### Required skills

- Experience in working on projects or programs at local or regional level;
- Ability to communicate with and motivate Roma community;
- Excellent organizational, analytical, communication and inter-personal skills.
- High awareness and sensitivity to gender equality issues, as well as ability to integrate a gender perspective into all takes and activities;
- Fluent written and spoken English and Serbian (Romanes is considered an added value).

### How to apply

This position is open only for candidates with the citizenship of or permanent residence in the Republic of Serbia. Interested candidates who meet the requirements set out in the Call are invited to apply for the position electronically by sending their CV and Cover Letter (both in English) to [spetrov@romaeducationfund.org](mailto:spetrov@romaeducationfund.org) no later than **07 October 2022** [CoB], with the subject line: Application: Field monitors – KfW Project.

All received applications will be subject to a through administrative check. Applications submitted after the specified deadline, incomplete applications (missing CV and/or Cover Letter), as well as applications submitted in languages other than English will not be considered.

Only candidates whose applications meet the above listed requirements and the criteria set out in the Call will be considered for the next step in the selection process. The selection process will consist of a written test and a competency-based interview. Candidates selected for the written test will be notified of the date and time of the test in a timely manner.

Roma Education Fund is an equal opportunities employer.