

Vacancy:	Employment Officer [2 positions]
Type of Contract:	Fixed term until 31 st August 2023
Location:	Belgrade, Serbia
Posting Date:	September 20 th , 2022
Closing Date for Applications:	October 7 th , 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 to support the social inclusion of Roma in Serbia by increasing the completion rate of secondary education Roma students and facilitating their transition into the labour 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:

- ensuring that all aspects of the project component will be implemented in a timely manner and in line with the project objectives;
- establishing cooperation with partners from public, civil and private companies;
- advocate for the Roma education to employment transition and full participation in public.
- involvement of Young Roma in activities under program components related to employment empowerment.

This position is open for the duration of the project until 31st 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 Employment Officer is to oversee implementation of the employment project component, ensure its quality, coordinate and implement all program activities in accordance with predefined program objectives.

The Employment Officer is responsible, but not limited to the following activities:

- Collecting and administering all data and information on employment project beneficiaries in Serbia, including the creation of a database and its regular updating;
- Developing and implementing a work plan for support based on the requirements and findings of the program user needs assessment, actively participate in the process of identifying the program user needs;
- Drafting and implementing the process of identifying potential partners – employers (including public and private companies), their motivation to join the program, as well as the framework of cooperation with selected employers;
- Conceiving and managing comprehensive training programs and paid work placements, as well as their monitoring;
- Communicating directly with the Program Manager regarding the aforementioned plans and monitoring, including additional support for the unemployed high school graduates and university student's 3rd and 4th grades, as well as a small number of unemployed students;
- Cooperating and communicating with relevant institutions, donor organizations and non-governmental organizations in the country, including lobbying and advocacy;
- Encouraging and supporting cross-sectoral partnerships to meet the various needs of the immediate project's beneficiaries;
- Creating and disseminating information on the Employment Project Component with relevant institutions, partners, stakeholders and the media with the approval of the Program Manager;

- Maintaining close communication with the implementing partners, staff members and other stakeholders on a day to day basis;
- Assisting in the preparation of periodic projects reports for the both employment component and the project in general;
- Performing other duties as required;

Required qualifications:

- B.A in the field of social/economic sciences or at least two years of experience in project related to these fields;
- At least two years of relevant experience in the field of employment, minority affairs and other related areas. Previous experience in working with CSOs, international organizations and/or in supporting in the implementation of project;
- Proficiency in computer skills with practical skills in Microsoft Office applications. Experience in using other digital tools will be considered an asset;
- Excellent oral and written communications in English and Serbian. Knowledge of Romani languages will be considered an advantage;
- Experience in coordinating projects or program locally and regionally;
- High awareness and sensitivity to gender equality issues, as well as the ability to integrate a gender perspective into all tasks and activities;
- Ability to adapt and respond in a flexible manner when needed;
- Actively strives to develop professionally and personally and to contribute to the growth of the organization;

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 for Applications are invited to apply for the position electronically by sending their CV and Cover Letter (both in English) to spetrov@romaeducationfund.org no later than **07 October 2022** [CoB] with the subject line: Application: Employment Officer – KfW Project.

All received applications will be subject to a thorough 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.