

Vacancy:	Coordinator for Secondary School Scholarship and Mentorship Program
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 educational 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.
- maintaining cooperation with Ministry of Education, Science and Technological Development, schools and mentors.
- advocating for the smooth transition of Roma secondary school graduates to tertiary education level or employment when convenient.

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

Coordinator for Secondary School Scholarship and Mentorship Program is responsible for ensuring that all aspects of the education program is implemented in a timely manner and in accordance with the project's intended goals. Coordinator for Secondary School Scholarship and Mentorship Program is responsible, but not limited to the following activities:

- Establishing and maintaining close cooperation with representatives from the Ministry of Education, Science and Technological Development, school administration and schools covered by the program.
- Coordinating and planning joint activities with partners and associates.
- Planning, organizing, and maintaining training programs and meetings with a team of mentors, consultants and secondary school directorates.
- Following the consultant's progress on the institutionalization of the mentorship program (follow-up meetings, school visits, ensuring partners input, joint meetings with the Ministry of Education, Science and Technological Development and school directorates, etc.).
- Organizing meetings and outreach activities in secondary schools, jointly with the project team organize open day events in selected municipalities and schools;
- Ensuring that the project achieves planned outcomes within a defined timeframe and in accordance with the implementation plan.
- Defining monitoring tools as well as indicators of success and actively monitoring progress regarding the initial project goals and planned outcomes.
- Ensuring that documents related to project activities are prepared, collected, and stored in the prescribed manner.
- Cooperation with other project team members and passing on relevant information to team members from other project components, all with the aim of achieving the project's intended outcomes.
- Creating and disseminating information about REF educational program to relevant institutions, partners, key stakeholders and the media with the approval of the Program Manager.
- Performing of other tasks as requested by the Program Manager.

Required qualifications:

- B.A in the field of education and social sciences or any other field related to the project.
- At least three years of relevant experience in the field of education, minority affairs and other related areas. Previous experience in working with CSOs, international organizations, public institutions 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 language 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: Coordinator for Secondary School Scholarship and Mentorship Program – 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.