



**Support to participation in EU Programmes - Serbia**

10.06.2019

**REQUEST FORM FOR APPROVAL OF NKE NO: 04**

<b>Proposed position</b>	<b>Senior Non-Key Expert (SNKE)</b>
<b>Main area of expertise</b>	TNA and training planning
<b>Name of the proposed Expert</b>	NN
<b>Specific details of the assignment to be undertaken (in detail)</b>	<p><b>Activities</b></p> <p>Task 1.1.2 Undertaking survey and analyse data</p> <p>Undertaking survey and analyse data</p> <p>Task 1.1.3 Preparing draft and final reports and Training Plans</p> <p>Preparing draft and final reports and Training Plans</p> <p>Task 1.1.4 Hold a TNA Workshop for NCPs</p> <p>Under the following activities the Senior Non-Key Expert (SNKE) will undertake together with the Communication Expert the following tasks</p> <ul style="list-style-type: none"> <li>• Develop an test TNA questionnaires</li> <li>• Conduct a TNA workshop</li> <li>• Collect at least 100 filled questionnaires</li> <li>• Analyse data and develop a training plan</li> <li>• Develop Training curricula for identified training needs</li> <li>• Hold meetings with relevant Stakeholder</li> </ul>
<b>Profile of the expert</b>	<p>For this task, a Senior Non-Key Expert (SNKE) will be recruited with the following requirements:</p> <p><u>Qualifications and Skills:</u></p>



REPUBLIC OF SERBIA  
MINISTRY OF EUROPEAN INTEGRATION

MINISTRY OF FINANCE  
Department for Contracting and Financing  
of EU Funded Programmes



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	<ul style="list-style-type: none"> <li>- Higher Education in Management, Pedagogics or similar</li> <li>- Fluent in English (oral / written)</li> </ul> <p><u>General Professional Experience:</u></p> <ul style="list-style-type: none"> <li>- 8 years but preferable 10 years of general professional experience</li> </ul> <p><u>Professional Experience (in the relevant field):</u></p> <ul style="list-style-type: none"> <li>- Experience in conducting TNA</li> <li>- Experience in local Serbian NCP environment</li> <li>- Experience with EU funded projects preferred</li> <li>- Experience in training design</li> <li>- Experience in training delivery</li> <li>- Good Reporting skills</li> </ul>	
<b>Expected Outputs</b>	<ul style="list-style-type: none"> <li>• TNA Questionnaire</li> <li>• At least 100 questionnaires collected</li> <li>• Conducting TNA workshop</li> <li>• TNA report including content for Trainings developed</li> <li>• Mission report</li> </ul>	
<b>Working days allocated to the specific assignment</b>	Currently requested 20	Previously approved for this Expert under this activity 0
<b>Period of performance</b>	From: 17.06.2019	To: 30.09.2020
<b>Place of posting</b>	The Mission location will be in Belgrade, Republic of Serbia.	
<b>Procedure for application:</b>	Interested candidates should submit their CVs and Working Certificates to the Project Administrator: Aleksandra Slijivic on email: <a href="mailto:a.slijivic@idi.ie">a.slijivic@idi.ie</a> until <b>21 June 2019</b> .	