



EXPERT POSITIONS FOR AN EU FUNDED TECHNICAL ASSISTANCE PROJECT

PLANET S.A, a Greek consulting company, heading an international consortium is currently implementing the EU funded “Technical Assistance for Capacity Building in Employment Policy”.

For the implementation of this project PLANET S.A. will hire senior and junior short term experts with competences in the following fields:

Position	Description
Senior expert 01	<p>Development and implementation of active labour market policies, Labour Market analyst with expertise in databases and surveys</p> <p>Qualification and skills of the Expert:</p> <ul style="list-style-type: none"> · Three years University Degree or higher in Economics, Social Sciences, Statistics or similar fields. · Excellent knowledge of Labour Market Analysis and active labour market policies for vulnerable groups in the labour market; · Good knowledge of skills needs / skills mismatch issues, as well as classifications of occupations, education levels, and sectors (ISCO08-ISDEC-NACE Rev.2.0...NES Classification FY in use in Serbia); · Good knowledge of data analysis and data management in relation to unemployment, employability and vacancies; · Fully computer literate (Office, Windows and familiarity with software used in statistics) · Ability to define the tasks of a junior expert and ensure his/her monitoring · Strong ability to produce reports and expert recommendations · Excellent command of written and spoken English (the Command of Serbian language is considered as an advantage) · Excellent communication and interpersonal skills <p>General professional experience</p> <ul style="list-style-type: none"> · Proven minimum of 7 years of experience in the areas of labour market, and/or vocational education and training and/or statistics studies





	<p>Specific experience</p> <ul style="list-style-type: none"> • Experience in quantitative analyses and surveys • (Considered as an advantage) previous experience in the region • (Considered as an advantage) previous cooperation with a National Employment Service or Labour Market Observatory, Donors funded operation in social sector
<p>Senior expert 03</p>	<p>Vocational education and training of the unemployed, Expert in Vocational Training Curricula Development (training for the unemployed).</p> <p>Qualification and skills of the Expert:</p> <ul style="list-style-type: none"> • Three years university degree or higher in Social or Educational Sciences, or similar fields; • Good knowledge of skills needs / skills mismatch issues, as well as classifications of occupations education levels, and sectors (ISCO08-ISDEC-NACE Rev.2.0...FY Classifications of Occupations); • Excellent knowledge of adult education in relation to unemployment and employability; • Fully computer literate (Office, Windows and familiarity with software used presentations) • Excellent communication and interpersonal skills; • Fluency in English language, Command of Serbian language is considered as an advantage. <p>General professional experience</p> <ul style="list-style-type: none"> • Proven minimum of 7 years of experience in the area of vocational education and training. <p>Specific experience</p> <ul style="list-style-type: none"> • Experience in adult education & development of employability of unemployed population • (Considered as an advantage) previous experience in the region • (Considered as an advantage) previous cooperation with a National Employment Service, adult education agency or training institutions.
<p>Senior expert 06</p>	<p>Vocational education and training of the unemployed, Human Resources Development & systems development in NES</p> <p>Qualification and skills of the Expert:</p> <ul style="list-style-type: none"> • Three years university degree or higher in one of the following fields: Economics, Management, Administration, finances, Social Sciences, or in similar fields.





	<ul style="list-style-type: none"> · knowledge in Human Resources Development Management & Administration, training with a particular focus on institutions strengthening, operations, processes & control mechanisms. · Command of Serbian language working knowledge of English language. <p>General professional experience</p> <ul style="list-style-type: none"> · Proven minimum of 7 years of experience in the areas of Human Resources, finances and administration. <p>Specific experience</p> <ul style="list-style-type: none"> · At least one experience with international cooperation project in managerial, Human resources or Finance positions. · Previous experience in the region in private, public or cooperation sector
<p>Junior Expert 01</p>	<p>Development and implementation of active labour market policies, Labour Market analyst with expertise in databases and surveys</p> <p>Qualification and skills of Expert:</p> <ul style="list-style-type: none"> · Three years university degree or higher in Economics, Social Sciences, Statistics or similar fields · Knowledge of data base and IT systems and statistic methods · Fully computer literate (Office, Windows and familiarity with software used in statistics, such as SPSS, SAS, STAT, etc.)) · Autonomy in collecting information and data through desk research and meetings with the concerned stakeholders · Command of written and spoken English and command of Serbian language <p>General professional experience</p> <ul style="list-style-type: none"> · Minimum of 5 years of experience in the areas of economics and or statistics studies <p>Specific experience</p> <ul style="list-style-type: none"> · Experience in data collection & treatment, quantitative analyses and surveys and/or Labour Market analyses. · Familiarity with classification systems of occupations, qualification and skills (ISCO08, NACE REV 2.0 Fy-national classification system used). · (Considered as an advantage) Experience of study work with or for the following Public Employment Service (PES), Statistic Observatory, public body dealing with information systems and analysis
<p>Junior Expert 02</p>	<p>Vocational education and training of the unemployed, Expert in up-skilling, retraining schemes and (Training) systems for unemployed.</p>





	<p>Qualification and skills of Expert:</p> <ul style="list-style-type: none"> • Three years university degree or higher in Social Sciences, Sciences of Education or in similar fields. • Good knowledge in Employment/Unemployment issues with a particular focus on Employment and up skilling retraining program for adults. • Command of Serbian language & working knowledge of the English language <p>General professional experience</p> <ul style="list-style-type: none"> • Proven minimum of 5 years of experience in the areas of employment policy, adult education and training or in social inclusion. <p>Specific experience</p> <ul style="list-style-type: none"> • Experience in the design, facilitation or delivery of up-skilling / re-training schemes targeting unemployed or vulnerable groups. • (Considered as an advantage) previous experience in teaching and training for adults • (Considered as an advantage) previous experience in the region • (Considered as an advantage) previous cooperation with a PES (Public Employment Service) or Adult Education Agency or Training Institutions.
<p>Junior Expert 03</p>	<p>Vocational education and training of the unemployed, Expert in up-skilling, retraining schemes and systems for unemployed.</p> <p>Qualification and skills of Expert:</p> <ul style="list-style-type: none"> • Three years university degree or higher in Social or Educational Sciences, or similar fields; • Knowledge of skills needs / skills mismatch issues, as well as classifications of occupations education levels, and sectors (ISCO08-ISDEC-NACE Rev.2.0. FY Classifications of Occupations); • Knowledge of adult education in relation to unemployment and employability; • Computer literacy (Office, Windows and familiarity with software used for presentations) • Command of Serbian language working knowledge of English language. <p>General professional experience</p>





	<ul style="list-style-type: none">• Proven minimum of 5 years of experience in the area of vocational education and training. <p>Specific experience</p> <ul style="list-style-type: none">• Experience in adult education & development of employability of unemployed population• (Considered as an advantage) previous experience in the region• (Considered as an advantage) previous cooperation with a National Employment Service, adult education agency or training institutions.
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Please submit your CVs in EU format to info.cbep.planet@gmail.com, until 28th of January 2019, indicating the position you are interested in and your level of experience (senior / junior). CVs without indicating field and level of seniority will not be taken in consideration.

