

Job Announcement

Training Coordinator

A Training Coordinator is needed for an EU Project entitled “Strengthen the regional cooperation on migration management between Western Balkan and neighbouring EU Member States in accordance with EU Acquis and international standards”. The Swedish Migration Agency, the Kingdom of Sweden (SMA) is implementing the project in partnership with the Commissariat for Refugees and Migration of the Republic of Serbia (SCRM). SMA seeks a skilled and experienced Training Coordinator with comprehensive experience in training preparation and realisation for designing, developing, coordinating and conducting all training programs. The Training Coordinator will perform tasks as part of the Project Team and in daily collaboration with the SCRM will implement project activities.

Duty station: Belgrade, Serbia.

The envisaged period of the engagement: 01 September 2024 - 14 May 2026.

I. Tasks and responsibilities:

1. Assess the training and education needs of project partners in the field of migration management;
2. Coordinate with relevant actors to develop comprehensive training plans and programs;
3. Provide support to project beneficiaries, EU MS and relevant actors in the implementation of project activities related to training preparation and realisation;
4. Monitor and facilitate creation of tailor-made training modules, agreed with project consortium and coordinate the process of designing and developing training materials with relevant actors;
5. Organize and conduct (online and in-person) workshops and training sessions for project partners and other relevant stakeholders;
6. Collaborate with project and partner staff to prepare content and documents for upload to the SCRM website;
7. Prepare relevant project documents, inputs for various events, and informative and visibility material;
8. Monitor the process of preparation and realisation of training activities and mitigate possible threats while taking advantage of opportunities;
9. Collect feedback from trainees post-training sessions and evaluate the effectiveness of the training activities;
10. Keep the curriculum database and training records up-to-date and prepare reports on training-related project activities;
11. Close collaboration with project partners and experts to ensure proper development of training material and realisation of training sessions;
12. Support the creation of a digital E-library on the SCRM’s website.

II. Qualifications and skills required:

- A Bachelor's degree in the field of social and humanistic sciences;
- Two or more years of experience as a Training Coordinator, Trainer, Training Facilitator or similar role;
- Proven ability to complete full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate);
- Familiarity with traditional and modern job training methods and techniques;
- Familiarity with web learning platforms such as Moodle platform, etc.;
- Knowledge of the EU and Western Balkans' migration policies, knowledge of domestic, EU and international laws in the field of migration and asylum;
- Knowledge of the mandates of the Asylum and Migration institutions in the region;
- Excellent spoken and written command of English and Serbian (proficiency level);
- MS Office proficiency, proficiency in word processing and presentation software;
- Familiarity with communication platforms Webex, Teams, Skype, etc.;
- Strong communication, organisational and presentation skills;
- Experience in working in an international environment;
- Able to work independently and as part of a team;
- Proactive approach;
- Availability to travel in the country and abroad.

III. Selection procedure and deadlines for the submission of the applications

Qualified candidates should submit their application, including their Curriculum Vitae (Europass format¹) and Cover Letter to the Swedish Migration Agency at the following e-mail addresses:

Ms Katarina Mlekov - katarina.mlekov@migrationsverket.se

Ms Milosava Smiljanic – milosava.smiljanic@euproject.rs

The closing date for application is 30 July 2024. Incomplete applications or sent after the above deadline will be disqualified and treated as non-eligible.

The selection procedure will include job interviews and possibly employee assessment tests. Only candidates short-listed for an interview will be notified.

The employer maintains the right to cancel the recruitment in case the project funding is not allocated.

¹ <https://europass.cedefop.europa.eu/>