**Support to Education Policy**

**Contract no: 2024/458-683**

**ADVERTISEMENT**

Ad no 10/ ToR 12 Junior Non-Key Expert for Higher Education - improving the equity, quality and relevance of the education system

***Background:***

**Project Title:** Support to Education Policy

**Contract no**: 2024/458-683

**Main beneficiary:** Ministry of Education (MoE)

**The overall objective of the project:**

The overall objective (Impact) to which this action contributes is bringing about the broad, long-term change in the political, social, economic and environmental context by assisting the Government of Serbia to implement reforms in the field of education as foreseen in the national strategic documents and international commitments.

**Purpose of the project:**

Strengthening institutional and human capacities of key institutions in the education sector to manage comprehensive education reform; and timely, efficient and effective coordination and implementation of the Sector Reform Performance Contract (SRPC)

**The specific objective of the project:**

The specific objective (Outcome) of this contract is to strengthen institutional and human capacities in the education sector to manage and coordinate a timely, efficient and effective implementation of sector policies (Education reform).

***Main tasks and duties:***

The Junior Non-Key Expert will work closely with the Project team, and support the Team Leader in the activities and outcomes listed in the table below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity**  | **Sub- Activity** | **Indicative tasks**  | **Indicative input:**  | **Expected deliverables:** |
| 2.11.5 | 2.11.5.3 | * Participate in the Review, revision and update of the existing materials for this purpose
* Support the preparation of the manual
* Assist in drafting final version of the manual
 | 8 wd | * Contribution to the Manual for the internal QA of HiEd institutions
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| 2.11.5 | 2.11.5.4 | * Participate in the review, revision and update of the existing materials for this purpose
* Participate in the selection of Trainers
* Provide inputs for a digital version of the training
 | 6 wd | * Report on the delivered training
* Inputs for digital training material
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|  | 2.11.5.5 | * Participate in the review of relevant materials
 | 1 wd  | * Contribute to Recommendation report on optimization of the review process, and of monitoring the effectiveness and efficiency of the reviewers work
 |
|  | 2.11.5.7 | * Organize and participate in round table discussions with relevant stakeholders
* Prepare round tables reports
 | 4 wd | * Round table reports
 |
| **Total**  |  |  | **19 WD** |  |

***Qualifications Required:***

|  |
| --- |
| *Qualifications and skills:** A University Degree (where a university degree has been awarded on completion of three years of study in a university or equivalent institution) or at least 3 years of relevant professional experience in addition to General Professional Experience
* Proficiency in written and spoken English
* Have excellent oral and written communication and analytical skills
* Have excellent team working abilities
* Strong communication and presentation skills and the ability to transfer his/her knowledge effectively
* Knowledge of Serbian language (or other local languages- Bosnian, Croatian, Montenegrin) will be considered as an advantage
* Advanced academic degree will be considered an advantage
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| *General Professional Experience:** Six (6) years of proven professional experience in the education sector.
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| *Specific Professional Experience:*Minimum three (3), preferably five (5) years of experience in any of the following:* Knowledge of national and/or international practice in Higher Education
* Quality assurance within the Serbian higher education sector
* Experience in accreditation procedures for higher education study programs in Serbia will be considered an advantage
* Collaboration with NEAQA (National Entity for Accreditation and Quality Assurance in Higher Education – NAT) will be considered an advantage
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***Logistics and Timing***

The activities are planned to be carried out *in the period of* ***August 2025 until April 2026***

The exact starting date will be agreed at a later stage, pursuant to the expert’s approval by the Contracting Authority.

The number of working days foreseen for this assignment is up to **19.**

The selected expert is not a Civil Servant or other staff of the public administration of the beneficiary country.

The deadline for application is:

**8 August 2025, 17:00**

Only short-listed applicants will be contacted.

Please submit the application: CV (EU format), relevant diplomas and employment certificates by email to: snezana.pavlovic@weglobal.org; bojana.boskovic@weglobal.org

All applications will be considered strictly confidential.

For more information, please contact: snezana.pavlovic@weglobal.org