**Support to Education Policy**

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

**ADVERTISEMENT**

Ad no 11/ ToR 9 Junior Non-Key Expert for Inclusive Education and Violence Prevention

***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, SNKEs, and support the Team Leader in the activities and outcomes listed in the table below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity**  | **Sub- Activity** | **Indicative tasks**  | **Indicative input:**  | **Expected deliverables:** |
| 2.8.3 | n/a | * Prepare overview of existing materials and references about violence prevention measures in schools
* Development of a guide for parents and other actors in the local community
 | 9 wd | * Contribution to the Guide for teachers
* Guide for parents and other actors in the local community as partners in school violence prevention
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| 2.8.4 | n/a | * Organising discussion sessions with educational institutions on the findings and recommendations for enhancing prevention and safety measures and efficient channels for informing education stakeholders on prevention measures
* Preparing material for media campaign about violence prevention measures in schools
 | 7 wd | * Material for the campaign on improving the violence prevention measures
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| **Total**  |  |  | **16 WD** |  |

***Qualifications Required:***

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| --- |
| *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
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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:* Proven experience in coordinating and organizing consultative meetings, workshops, and capacity-building events with education stakeholders.
* Demonstrated experience in conducting needs assessments, skills gap analyses, and desk research.
* Excellent writing and reporting skills in both Serbian and English
* Strong track record of effective communication and collaboration with education stakeholders, including direct work with schools will be considered an advantage
* Knowledge of policies related to inclusive education and violence prevention in schools 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 November 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 **16.**

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