**Support to Education Policy**

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

**ADVERTISEMENT**

**Ad no 12/ 8. Junior Non-Key Expert for General education & capacity building**

***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:** |
| 2.1.1 | n/a | * Support in designing and executing mixed-methods research, including administrative data, surveys, focus groups, and interviews to gather data on current practices in education conducted in minority languages
* Analysing the collected data to identify gaps and weaknesses affecting education in the language of national minorities
* Contributing to the preparation of a report with recommendations to improve legal, institutional, and strategic frameworks
 | 10 wd  | * Contributions to the Report on needs analysis and recommendations for improving minority language education frameworks
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| 2.1.2 | n/a | * Development of evaluation methodology
* Implementation of evaluation of the current competencies of national council representatives to identify skill gaps related to minority language education
* Development of draft report
* Organisation of consultative meeting with MoE representatives to obtain feedback on the draft report
 | 10 wd  | * Contribution to the Report on analysis of competencies and skill gaps
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| 2.1.3 | n/a | * Preparation of the presentation of the findings and recommendations of previous analysis
* Participation in the delivery of the training programme
 | 10 wd  | * Report on training delivery
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| 2.10.4 | n/a | * Contributing to the operational and financial analyses of the current state of educational science centres
* Contributing to the analysis report
* Finalising analyses report and recommendations based on the feedback from MoE
 | 4wd | * Contribution to the Analysis report with recommendations for further development of educational science centres
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| 2.10.5 | 2.10.5.1 | * Review existing materials on pupil cooperatives (conference reports, good practices, training reports, etc.)
* Contribute to the analysis of the current state of pupil cooperatives
* Contribute to drafting the analysis report with recommendations
 | 5 wd | * Contribution to the Analysis report with recommendations for pupil cooperatives
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| 2.10.5 | 2.10.5.2 | * Organize the selection of 100 new schools
* Contribute to the needs analyses for support to empower institutions to open cooperatives
* Contribute to preparing draft materials for the promotion of cooperatives
 | 4 wd | * Contribution to the materials for the promotion of cooperatives
 |
| **Total**  |  |  | **43 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:* Project management, planning, reporting in the education sector
* Coordination and organization of consultative and capacity building events with education stakeholders
* Experience in conducting needs assessment, skills gap analysis, desk research, organizational and financial analysis
* Familiarity with the policies concerning the right to education, especially in the area of minority education will be considered an advantage
* Engagement and communication with key education stakeholders 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 43**.**

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

The deadline for application is:

**11 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; jelena.jevtic@weglobal.org

All applications will be considered strictly confidential.

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