

**Ref No: 0045-101-4/2021**

Belgrade, April 29th, 2022

In the scope of the EaSI Program Grant awarded - ***New partnerships and opportunities for innovative and sustainable approaches to social and labour market integration of vulnerable groups - NOVA***

We are looking for the candidates for the following positions:

- 1. Project Officer/Employment Expert**
- 2. Secretary**
- 3. Senior Financial Officer**

**Deadline for applications: May 12th at 23:59 CET, 2022**

#### ABOUT US

**National Employment Service, Serbia (NES)** is a national body and a main bearer and implementer of active labour market measures. NES area of activities includes: 1) informing about employment opportunities and conditions; 2) implementation of active employment policy measures: - mediation in the country and abroad in the employment of job seekers; - professional orientation and career planning counselling; - employment subsidy; - support for self-employment; - additional education and training; - incentives for cash benefit users; - public works and - other measures aimed at employment of job seekers; exercising the rights from unemployment insurance; unemployment insurance; keeping records in the field of employment in accordance with the Law; making a decision on the assessed working ability and possibility of employment or maintenance of employment of persons with disabilities; encouraging the employment of persons with disabilities. NES is fulfilling the formal criterion: "body delivering active labour market policy measures, namely public or private employment services".

#### **PROJECT BACKGROUND RELEVANT FOR THE ADVERTISED POSITIONS:**

This action aims to establish effective partnerships among national and local institutions and implement integrated services to respond to the needs of vulnerable groups. Also, it will provide inputs and elements from different stakeholders and parties in Serbia but also on the EU level and from the EaSI countries, for the preparation of the plan for developing inter-institutional models and accompanying support measures and services for active inclusion of vulnerable individuals and groups.

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**Overall objective:** To contribute to the improved position of vulnerable groups in Serbia, to their increased employability and better integration into society.

**Specific Project Objective:** Reducing barriers to social services and access to the labour market of the most vulnerable groups in Serbia, through integrative approaches and new partnerships of different actors.

This will be done by testing innovative approaches and gathering robust evidence through the support of the beneficiaries of minimum income benefits in the Republic of Serbia to decrease barriers to social and labour market integration, and new partnerships between authorities/policy makers, non-governmental organizations and businesses. Through access to services that will enable them to integrate in the labour market, the action will enable those in most vulnerable situations to gain sufficient resources and adequate income for life in dignity, thus meeting the requirements of the European Pillar of Social Rights (Pillar 14).

Regarding the Action, NES is in charge of activities within WP1 that specifically relates to the organization and implementation of the Peer Review event organized with local self-governments and other relevant stakeholders and service providers at the local level. The NES will also participate in the implementation of activities within WP2 by providing information and selecting the target group of the project from the NES database, and contribute to the creation of measures for the individual support of the beneficiaries. Together with other partners, the NES will, in accordance with its competencies, participate and contribute to the implementation of all other work packages, including monitoring & evaluation, dissemination/mainstreaming, transnational activities and project management.

➤ ASSIGNMENT FOR POSITION 1 - **Project Officer/Employment Expert**

This ToR defines scope of work, services and results to be provided under the position of a **Project Officer/Employment Expert**.

The overall objective is to contribute to the implementation of the planned activities of NES within the project.

The specific objective is to support the implementation of project activities within WP 1 and 2 in line with the Grant contract.

**Duties**

As Project Officer/Employment Expert, you will be in charge of organizing and participating in the peer review, you will provide support in providing statistical data for the needs of the survey on project beneficiaries and participate and contribute to other events (exchange of experiences, dissemination



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## NATIONAL EMPLOYMENT SERVICE Republic of Serbia

activities and other) and strategy development. You will work under the supervision of the NES Project Coordinator.

Duration of the assignment: from the start date defined in the service contract (TBC May 2022) until the end of the project set for May 31, 2024 (service contract, 25% working time). In this role, you will:

- Provide support to the implementation of relevant project activities and day-to-day project operations;
- Contribute to the organization of the peer review event, and participate in the role of moderator.
- Ensure that the relevant activities are properly coordinated with plans and activities of NES, contributing to the Project objectives and results;
- Prepare and submit regular progress reports according to the Grant contract presenting the achievements elaborated in the Project Document;
- Ensure that NES and donors' visibility and publicity requirements are thoroughly followed;
- Liaison with relevant ministries, affiliated institutions, government bodies and other relevant stakeholders;
- Report to the management of NES when requested;
- Manage the production of the expected outputs ensuring overall progress and quality use of resources and initiating corrective action if necessary;

### EXPERT'S PROFILE

#### Qualifications, skills and general professional experience:

- 1) University degree in Social Sciences, Human Resources, organizational sciences, public administration, management or other relevant field.
- 2) Expertise in the field of employment (work experience, knowledge of applicable regulations, knowledge of comparative practice).
- 3) Experience in working with public administration institutions.
- 4) Excellent communication, reporting and presentation skills.
- 5) Pro-active, prioritising, planning, organizing, coordinating, monitoring, reporting, following up.
- 6) Ability to work independently to efficiently meet deadlines and capacity to act upon challenges
- 7) Computer literacy (proficiency in Microsoft Office).
- 8) Proficient user of English (understanding, reading, writing and speaking).
- 9) Advanced knowledge of EU policies in the areas of employment and social policy.

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### ➤ ASSIGNMENT FOR POSITION 2 - **Secretary**

This ToR defines scope of work, services and results to be provided under the position of the **Secretary**.

The overall objective is to contribute to the implementation and monitoring of the project.

The specific objective is to provide coordination of the process of project implementation according to the project action plans.

#### **Duties**

As Secretary, you will assist in providing administrative, financial and technical support to Project Coordinator (preparation and organization of events, communication via telephone/e-mail, preparation of materials, purchasing of supplies, arranging travel and accommodation, copying and similar). You will work under the supervision of the NES Project Coordinator.

Duration of the assignment from the start date defined in the service contract (TBC May 2022) until the end of the project set for May 31, 2024 (service contract, 50% working time). In this role, you will:

- Pro-actively contribute to day-to-day project implementation and ensure conformity to the expected results and project action plans;
- Maintain project correspondence and communication;
- Collect, register and maintain all information on project activities;
- Support monitoring and evaluation procedures in all project activities;
- Contribute to the preparation and implementation of progress reports;
- Support the Project Manager in ensuring that NES and donors' visibility and publicity requirements are thoroughly followed;
- Support Project Coordinator in reporting to the management of NES when requested;
- Support the information flows between the directing and delivering levels of the Project;
- Support the production of the project outputs ensuring overall progress and quality use of resources;
- Prepare agendas and arrange appointments and meetings (both internal and external) related to the project activities and write minutes of the meetings.

#### **EXPERT'S PROFILE**

##### **Qualifications, skills and general professional experience:**

- 1) University degree in Adult Education, Psychology, Human Resources Management, Social Sciences or other relevant fields.
- 2) Experience in relevant fields of work.

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## NATIONAL EMPLOYMENT SERVICE Republic of Serbia

- 3) Excellent time-management, team management and communication skills.
- 4) Pro-active, prioritising, planning, organizing, coordinating, monitoring, reporting, following up.
- 5) Computer literacy (proficiency in Microsoft Office).
- 6) Proficient knowledge of English language.

### ➤ ASSIGNMENT FOR POSITION 3 – **Financial Officer**

This ToR defines scope of work, services and results to be provided under the position of the **Financial Officer**.

The overall objective is to contribute to the implementation and monitoring of the project.

The specific objective is to provide support to Project Manager and PMU unit in coordination and finalization of the project in line with the Grant Contract referring to the budget and reporting.

### **Duties**

As Financial Officer, you will provide support to the Project Coordinator and PMU unit in implementation of the project activities as elaborated in the relevant Project Document regarding the planned expenditures within the approved budget. You will work under the supervision of the Project Coordinator.

Duration of the assignment: from the start date defined in the service contract (TBC May 2022) until the end of the project set for May 31, 2024 (service contract, 50% part-time engagement). In this role, you will:

- Ensure that financial operations run smoothly and in accordance with high-level professional standards.
- Ensure that the expenditures within the approved budget are in accordance with applicable procedures.
- Perform payment operations, control of bank statements, preparation of financial statements, archiving of financial documentation.
- Participate in other administrative and organizational activities.
- Report to the management of NES when requested;
- Support the organization of project monitoring and evaluation and reporting.

### **EXPERT'S PROFILE**

#### **Qualifications, skills and general professional experience:**

- 1) University degree in Adult Education, Psychology, Human Resources Management, Social Sciences or other relevant fields.
- 2) Experience in administrative and financial affairs;
- 3) Knowledge and experience in applying PRAG rules;

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## NATIONAL EMPLOYMENT SERVICE Republic of Serbia

- 4) Proficient communication, reporting and presentation skills.
- 5) Pro-active, prioritizing, planning, organizing, coordinating, following up.
- 6) Computer literacy (proficiency in Microsoft Office).
- 7) Proficient user of English (understanding, reading, writing and speaking).
- 8) Experience in working with public administration institutions.

The NES favours equal opportunities and equitable treatment for all.

To apply please send the following documents to Ms. Jelena Savić ([jelena.savic@nsz.gov.rs](mailto:jelena.savic@nsz.gov.rs)) by 12th May 2022 at 23:59 CET, indicating the subject "Application – Title of the position":

- CV in English language (maximum 5 pages),
- Short motivation letter in English language,
- Sworn statement (in prescribed format, filled, dated and signed).

If a candidate wants to apply for more than one position, he/she should submit separate applications, with clear reference to the job position in the subject "Application – Title of the position"

The evaluation of received applications will be carried out in two rounds. The first round of evaluation will be done by reviewing biographies (max 60 points). Only shortlisted candidates (candidates with equal to or over 25 points) will be contacted for an interview (max 40 points).

CV and personal data of non-selected candidates are not shared with anyone outside NES and will be deleted immediately after the recruitment process.

NOTE: Depending on COVID 19 situation in Serbia, NES reserves the possibility of organizing the interviews with selected candidates remotely, via Cisco Webex Platform.

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