**Vacancy Announcement**

Senior non-key expert (SNKE) for providing support to the Ministry of Labour, Employment, Veterans and Social Affairs (MoLEVSA) and other relevant stakeholders in drafting necessary legislation and instructions for implementation of the Roadmap, as well as in closing of grant schemes and projects within the previous IPA programming required by EU funded project **“Improving and strengthening efficiency of national social protection regulatory mechanisms, policy implementation tools, quality assurance framework and strengthening capacities to participate in ESF”** (NEAR/BEG/2022/EA-RP/0065).

1. **Project background**

The project **“Improving and strengthening efficiency of national social protection regulatory mechanisms, policy implementation tools, quality assurance framework and strengthening capacities to participate in ESF**” is funded by the European Union under IPA II for the year 2020. The project is managed by the Ministry of Finance, Department for Contracting and Financing of EU funded Programme. The main project beneficiaries are the Ministry of Labour, Employment, Veteran and Social Affairs and National Employment Service.

The **overall objective** of the project is **to improve effectiveness of social inclusion policies to foster equal opportunities and active participation of women and men from the most vulnerable and marginalised groups.**

The **specific objective** is to **modernise social protection system to enhance non-institutional care and timely access to quality and sustainable, community-based social services for the most disadvantaged women and men, boys and girls.**

**The expected outputs to be achieved are:**

* **Output 1:** Capacity of the Ministry and Province Secretariat responsible for social protection as well as the Republic and Province Institute for Social Protection for evidence-based policy making strengthened, with the specific focus on gender responsiveness, implementation, monitoring, and evaluation of the social protection policy with the emphasis on CBSSs.
* **Output 2:** Active inclusion programmes and policies, focusing on FSA beneficiaries, developed and improved, based on EU standards and good EU practices and in line with EU Pillar of Social Rights.
* **Output 3:** Strengthening capacities of social protection system for the deinstitutionalisation process.
* **Output 4:** Improving quality of social services supporting independent living in the community and strengthening capacities of social services providers.
* **Output 5:** Preparation for participation in the European Social Fund+.
1. **Objectives of assignment**

The SNKE will provide support to Output 5.3 **“Output 5 – Serbian institutions and other relevant actors in the field of social policy strengthened capacities to assume obligations for participation in the European Social Fund+”** within which, the following outputs are to be achieved**:**

Output 5.1: Assessing challenges and good practices of the EU member states with the participation in ESF.

Output 5.2: Improving the capacity and knowledge of relevant stakeholders on ESF+.

Output 5.3: Support development and implementation of the Roadmap for Preparing the Social Welfare System for Managing the European Social Fund.

The SNKE expert will provide support to the following project activity (with reference to the project Terms of Reference):

**Activity 5.3.4 Support MoLEVSA and other relevant stakeholders in drafting necessary legislation and instructions for implementation of the Roadmap**

**Specific tasks:**

The SNKE will support the project team in:

* Conducting a thorough assessment of 20 grant schemes contracts, 2 technical assistance projects, and 1 direct grant scheme, providing detailed written comments and recommendations, upon request by MoLEVSA.
* Creating a comprehensive proposal for the implementation of a Roadmap within MoLEVSA, incorporating relevant information, research findings, and recommendations obtained from previous activities.
* Providing continuous technical support and expertise to MoLEVSA and its stakeholders during the process of drafting legislation and instructions, ensuring accuracy, feasibility, and effectiveness.
* Collaborating closely with MoLEVSA and relevant stakeholders through regular communication to ensure alignment of the drafted legislation and instructions with their specific needs and expectations.

**Expected output/deliverable:**

Under the supervision of the project Team Leader, the expert is expected to contribute for producing the following outputs/deliverables:

* Assessment of 20 grant schemes, 2 technical assistance projects and 1 direct grant scheme provided and reported (written comments and recommendations provided upon request of the MoLEVSA).
* Proposal for creating a Roadmap implementation in MoLEVSA, consolidating relevant information, research findings, and recommendations from previous activities.
* Technical support and expertise in drafting of legislation and instructions to MoLEVSA and its stakeholders throughout the drafting process, ensuring that the proposed legislation and instructions are accurate, feasible, and effective.
* Regular communication with MoLEVSA and relevant stakeholders will be upheld to guarantee that the drafted legislation and instructions are in line with their needs and expectations.
1. **Expert profile**

Qualifications and skills:

* University-level degree in social science, law, economics, or similar fields.
* At least 7 years of general professional experience in the field/s of social protection.
* Good command of English written and spoken.
* Knowledge of Serbian language is considered an asset.
* Computer literacy (command of Microsoft Office (Word, Excel, PowerPoint, etc.) and the Internet).
* Excellent communication and reporting skills.
* Analytical experience and skills.
* Ability to work in a team.

General professional experience

* Minimum 7 years of professional experience in the field of social protection and/or grant management of EU grant scheme projects.

Specific professional experience

* Minimum one project or 5 years of professional experience in the field of EU procedures and preparation of documents in the field of social protection and/or grant scheme management.
* Minimum one project or 5 years of professional experience in organising educational activities, and cooperation with the government, government institutions, CSOs and stakeholders in social protection.
1. **Location and timing**

The assignment shall be implemented mainly in Belgrade, in the period from **August 2023 – May 2026,** including, up to 20 working days. The number of days is subject to extension as needed.

In case of activity requiring travel and/or stay outside Belgrade, costs of travel, accommodations and meals will be covered by the project.

1. **Reporting**

The expert will deliver monthly reports in the English language on last workday of the month she/he worked, with attached all written deliverables and submitted to the Team Leader. The report will be attached to the expert’s draft timesheet.

1. **Application**

Application letter and EU format CV, both in English, must be submitted by e-mail to okv@niras.com and msc@niras.com no **later than 21.08.2023** titled: “Application for the position – SNKE for European Social Funds Plus (ESF+)”.

References must be available on request.

Only short-listed candidates will be contacted.

The Project is an equal opportunity employer, in respect of the principles of good governance, sustainable development and gender equality.

* All applications will be considered strictly confidential.
* Advertised posts are not available to civil servants or other officials of the public administration in the beneficiary country, Serbia.