**Vacancy Announcement**

Junior non-key expert for European Social Fund Plus is expected to support with strengthening of the capacities of the Ministry of Labour, Employment, Veteran and Social Affairs (MoLEVSA), Republic and Province Institute for Social Protection in evidence-based policy making, with the specific focus on gender responsiveness, implementation, monitoring, and evaluation of the social protection policy with the emphasis on CBSS, 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 Junior non-key expert for European Social Fund Plus will provide support to **Output 5: Preparation 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 Junior non-key expert for European Social Fund Plus will provide support to the following project activities (with reference to the project Terms of Reference):

**Activity 5.1.1 Comparative Analysis of relevant EU MSs practice in ESF implementation, prepared**

**Activity 5.1.2 At least 2 workshops for relevant stakeholders at the national and local level during the preparation of the Comparative Analyses, organized**

**Activity 5.2.1 Study Tour on ESF+ for up to 15 relevant stakeholders, aiming to show the case of good ESF+ structure and also to improve capacities of relevant structure for participation in the European Social Fund+, organized**

**Activity 5.2.2 Peer-Review on ESF+ in Serbia (with minimum 30 participants) aiming to exchange experiences with EU member states and countries in the process of European integration in order to improve capacities and systems for managing the European Social Fund, organized**

**Activity 5.3.1 Analysis for managing the European Social Fund+ in Serbia conducted**

**Activity 5.3.2 A Roadmap for Preparing the Social Welfare System in Serbia for Managing the European Social Fund, in accordance with the Action Plan for meeting requirements of the EU cohesion policy, developed**

**Activity 5.3.3 At least 3 specific capacity building trainings for ESF+ for the relevant stakeholders in the Structure, aiming to build additional capacities in relations to the implementation of the Roadmap, organized**

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

**Specific tasks:**

The Junior non-key expert for European Social Fund Plus will support the project team and specifically Senior non-key expert for European Social Fund Plus in:

* Preparation of the Comparative Analysis of relevant EU MSs practice in ESF implementation;
* Design and delivery of at least 2 workshops for relevant stakeholders at the national and local level;
* Design and organization of the study visit, aiming to show the case of good SFF+ structure;
* Design and organization of a peer-review in Serbia, aiming to exchange experiences within EU MSs and candidate countries;
* Preparation of the analysis for managing the ESF+ in Serbia;
* Elaboration of the Roadmap for preparing the social protection system in Serbia for managing ESF+ funds;
* Design and delivery of at least 3 capacity building trainings for managing ESF+ funds;
* Provision of support to MoLEVSA and other relevant stakeholders in drafting necessary legislation and instructions for implementation of the Roadmap.

**Expected output/deliverable:**

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

* Comprehensive Analysis of relevant EU MSs practice in ESF+ implementation:
* Synopsys and agenda for the workshop for national and local stakeholder regarding ESF+;
* Program and agenda of the study visit;
* Agenda for the peer-review on comparative practice in EU MSs and candidate countries in implementation and managing of ESF+ funds;
* Analysis of managing ESF+ funds in Serbia;
* Roadmap for preparing the social protection system in Serbia for managing ESF+ funds;
* Program and agenda for capacity building trainings for managing ESF+ funds;
* Report on support provided to MoLEVSA and other relevant stakeholders.
1. **Expert profile**

Qualifications and skills:

* University degree in humanities, social sciences, economics, law, or similar field.
* Serbian as native language.
* Fluency in English, written and spoken.
* Strong writing and analytical skills.
* Excellent communication, representation and reporting skills.
* Strong analytical skills.
* Computer literacy (command of Microsoft Office (Word, Excel, PowerPoint, etc.) and the Internet).
* Ability to work in a team.

General professional experience:

* Minimum 5 years of general professional experience, preferably in the field of social protection and/or grant management.

Specific professional experience:

* Professional experience in the field of EU Preparation of documents, preferably in the area of social protection.
* Professional experience in grants preparation and management.
* Professional experience in monitoring and evaluation of projects, preferably in the field of social protection and/or related to vulnerable groups.
1. **Location and timing**

The assignment shall be implemented mainly in Belgrade, in the period from **September 2025 – May 2026,** including, up to 47 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: vuk@niras.com, projekti.medjunarodna@minrzs.gov.rs, **no later than 27.09.2025**, titled: „Application for Junior non-key expert for European Social Fund Plus”.

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.