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**The Project is looking for:**

 ***Senior NKE Higher Education HR Analyst***

***Project Title:*** EU Support to Reform of Education in Serbia

***Contract no:*** 2019/405-242

***The overall objective of the project:*** To assist the Government of Serbia in implementing reforms in the education sector by improving the quality, equity and relevance of the education and training

***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)

***Main tasks:*** NKE Senior Higher Education HR Analyst will work closely with Senior and Junior experts for Strategy and Action Plan Development and support the Project Key Expert 2 in the delivery of activities and outcomes listed in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Sub activity No** | **Task** | **Indicative input:** | **Expected deliverables:** |
| 2.3.3 | *2.3.3.2 Provision of analytical support to MoESTD/WG, more specifically on:** Human resource analysis in the field of higher education:
* Expertise analysis – information on the specific and general scientific field of the staff members, specifying the ISCED field, information about the relevant study programme(s) in which this professional is engaged, whether that study programme is accredited as applied or academic, and fields as prescribed by law;
* In case the staff member teaches at one of the study programmes, it should be specified whether the whole teaching process or part of it is conducted in a foreign language, if that information is available (primarily in the subject list as part of accreditation documents and in the course catalog published on the independent higher education institution’s website);
* There should be a possibility of data overview/filtering by name of independent higher education institution, type of higher education institution within it where a teacher works, institution type and type of ownership – private or founded by the state;
* The analysis should contain information about the age structure with human resources projections in 5 and 10 years if new teaching staff is and is not employed and considering statutory retirement age.
 | 20 wd | * Higher education human resource analysis in accordance with specifications that includes a narrative explanation accompanied by an Excel file with all the findings and charts by required categories.
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| **Total**  |  | **20 WD** |  |

***Note:*** *For more information see the ToR*

***Number of required experts:*** One (1) Senior Non-Key Expert

***Duration of the assignment:*** Up to a total of 20 working days

***Period of assignment:*** December 2019 - February 2020.

***Place of assignment:***  Belgrade, Serbia

***Working language:*** English

***Requirements for the position***

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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 5 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:** At least ten (10) years, preferable twelve (12) of proven professional experience in education sector.
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| *Specific Professional Experience:** *Minimum five (5), preferably seven (7) years of experience in :*
* *Serbian higher education system*
* *Conducting analyses in the field of human resources*
* *Implementation of research activities in higher education in order to support evidence-based policy making*
* *Knowledge of overall Serbian education system will be considered an advantage*
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***Further requirements:***

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

The deadline for application is:

**26 December 2019, 17:00**

 Only short-listed applicants will be contacted.

Please submit the application: CV (EU format), relevant diplomas and employment certificates by email to: ekin.or@weglobal.org, and snezana.pavlovic@weglobal.org

All applications will be considered strictly confidential.

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