# Terms of Reference

# Junior Non-Key Expert – Expert for Labour Market 2

|  |
| --- |
| **Project Overall Objective** |
| The overall objective of the project is to support the ongoing educational reform in bringing about the broad, long-term change in the political, social, economic and environmental global context which will stem from interventions as a response to the mismatch of labour supply and labour market needs.  The purpose of the project is:   * To improve the quality, relevance and accessibility of non-formal adult education in Serbia. |
| **Scope of Work and Outputs Requested** |
| Area of Expertise – Expert for Labour Market 2 will support the EU funded project “Increased offer and diversification of accredited non-formal training courses and adult training providers” to effectively operate its core functions in the course of project implementation. The Expert will have hands-on experience in   * evaluating different aspects of the labour market in the Republic of Serbia and understanding the labour market needs in the field of skills requirements (current and further needs of skills and knowledge).   Areas of Responsibility- The expert will work closely with Team Leader and Key Expert 2 and Key expert 3, Senior Non-Key expert – Labour Market analysis expert, Project staff and other project stakeholders to evaluate present situation on the labour market.  The expert will work on implementation of evaluating process – contact all the relevant stakeholders (e.g. Ministry of Labour, Employment, Veteran and Social Affairs, Sector Skills Councils, Chamber of Commerce of the Republic of Serbia, representatives of crafts and employer associations and other relevant stakeholders), prepare the questionnaire for survey, collect and analyse the necessary data etc.  The project activities the expert will contribute:  2.1 Identified labour market needs and educational needs of adults at the local and national level and mapped organizers of adult education activities:  2.1.1 Prepare a study on the needs of adults for knowledge, skills and qualifications, as well as labour market needs at the local and national level;  2.1.2 Prepare a study on the forecasted labour market needs for knowledge, skills and competencies which is not included in the monitoring system through the developing sector profiles;  Expected results/deliverables:   * Collecting data from relevant stakeholders on the labour market on whole Republic of Serbia (Commerce chamber of Serbia, representatives of crafts and employer associations, etc.); * Prepared statistical analysis of the obtained data on the needs of knowledge and skills (on different levels according the NQF) and qualifications on the labour market; * Contribution to the preparation of the study on the needs of adults and labour market needs; * Contribution to the preparation of the study on the forecasted labour market needs; * Contribution to the preparation of the analysis of the advantages, limitations and problems of the existing state on the labour market; * Support in preparation of the final report on conducted activities. |
| **Position Requirements** |
| Qualification & Skills   * University degree with 4 minimum years of studies (i.e. Bachelor’s degree) in relevant field – social sciences, political sciences, economics, management etc.; * Master degree will be considered as an advantage; * Excellent communication and reporting skills; * Fluency in written and spoken English and Serbian; * Adequate computer literacy.   General Professional Experience   * Minimum 5 years of general professional experience.   Specific Professional Experiences   * Minimum 3 years of specific experience in analyzing different aspects of labour market policies and issues, data performance and its relevance for the labour market; * Practical experience in analysis of skills and knowledge needs on the labour market; * Experience as a junior non key labour market expert in at least one EU funded project; * Practical experience with data collection and data analysis; * Experience in working on other donor funded projects will be considered as an advantage. |
| **General information** |
| ***Civil servants and other staff currently employed by public administrations of the beneficiary country are not eligible to apply as experts. Experts must be independent and free from conflicts of interest regarding the responsibilities defined by the Terms of Reference.***  *Indicative Time of Engagement:* January 2024 – May 2026  *Place of performance:* Belgrade, Republic of Serbia  *Type of engagement:* Short-term position  Cover letter and CV in the attached EU format only (available on the following link https://kpmg.com/rs/en/home/careers/public-sector-and-development-cooperation/junior-non-key-expert-expert-for-labour-market-2.html), both in English, must be submitted by e-mail to [**projects@kpmg.rs**](mailto:projects@kpmg.rs) no later than **02.02.2024,** titled: “Application for the position – JNKE Expert for Labour Market 2”. Please note that only CVs provided in this form will be considered.  References must be available on request.  Only short-listed candidates will be contacted. |