**Terms of Reference No.9**

Position: **Junior non-key expert (JNKE) for analysing the current practices of NES’ cooperation with employers and make recommendations for improvement and organisation of trainings for NES employees on the topic of cooperation with employers based on the findings of the analysis**

The JNKE engaged in the project **Component 2 Building capacities of the relevant actors in the field of employment (MoLEVSA, NES, LSGs and other actors) to better perform their tasks related to implementation, monitoring and evaluation of ALMPs** will provide support to the Ministry of Labour, Employment, Veterans and Social Affairs (MoLEVSA), the National Employment Service (NES) and the Technical Assistance Team (TAT) to analyse the current practices of NES’ cooperation with employers, prepare recommendations for improvement and based on the results of the analysis to organise training for the employees of NES on the topic of cooperation with employers.

1. **Project Background**

The overall objective of the project is **to enhance employment and employability of the labour force focusing on youth, persons with disabilities, long-term unemployed and women (Impact).**

The specific objectives (Outcomes) of this contract are as follows:

* To support the MoLEVSA, NES and LSGs in improving effectiveness of ALMPs through improved design and analytical base for their implementation **(Outcome 1)**
* To build capacities of the relevant actors in the field of employment (MoLEVSA, NES, LSGs and other actors) to better perform their tasks related to implementation, monitoring and evaluation of ALMPs **(Outcome 2)**
* To ensure that Serbian institutions and other relevant actors are supported to meet the requirements of cohesion policy and participation in the European Social Fund **(Outcome 3)**
* To support piloting of Youth Guarantee Programme **(Outcome 4)**

The **Junior NKE** will provide support to **Component 2** “**Building capacities of the relevant actors in the field of employment (MoLEVSA, NES, LSGs and other actors) to better perform their tasks related to implementation, monitoring and evaluation of ALMPs”** within which, the following outputs are to be achieved**:**

**Output 2 Capacity for design, implementation, monitoring and evaluation of active labour market policy enhanced**

**Output 2.2** Capacities of the NES for implementation and monitoring of ALMPs enhanced

1. **Reference document**

Terms of Reference (ToR) of the Project: NEAR/BEG/2022/EA-RP/0105, “Technical Assistance on implementation, monitoring, and evaluation of employment policy at national and local level and strengthened capacities to participate in ESF”.

1. **Terms of Reference Relevance**

This mission will be carried out in the framework of the project activities as described in the ToR, Project Proposal, and the Project work plan. The assignment will contribute to the achievement of Component 2 by providing the necessary expertise in conducting thorough analysis of the current practices of NES’ cooperation with employers, improving and enhancing the cooperation with employers.Based on the analysis´ findings and recommendations to provide support for preparation and organisation of tailored training for the NES employees (focus on the staff of the Department for developing relations with employers)on topics of cooperation with employers while also taking into consideration verified good practices of other EU countries.

1. **Assignment objective(s)**

**The JNKE will provide support to the Technical assistance team (TAT) and in particular to the Senior NKE (SNKE) to the following project activities:**

|  |  |
| --- | --- |
| **Activity 2.2.1** | Analyse current practices of NES’ cooperation with employers and make recommendations for improvement |
| **Activity 2.2.4** | Organize trainings for NES employees on the topic of cooperation with employers based on the findings of the analysis (related to the above Activity 2.2.1) |

1. **Main tasks**

**The JNKE will support the SNKE and Technical Assistance project team in: analysing the current practices of NES’ towards cooperation with employers.** **Concretely, the JNKE will support and work with the SNKE to conduct the following tasks:**

**Activity 2.2.1**

* **Examining the NES labour market information**

This task to include the following sub-tasks:

* Reviewing information gathered through NES Employers surveys.
* Information about the employers short-and medium-term needs for workers, skills, and occupations demanded as well forecasted lay-offs, etc.
* Collection of information, informing the public on labour market needs; use of information provided by employers, etc.
* **Reviewing the current practices in provision of services to employers**

Within this task:

1. Types of services and measures that NES offers to employers to be examined, precisely the following: advertisement of vacancies; information provided to employers about labour supply and about active employment measures and participation of employers; participation in the employment fair; provision of legal aid; solving the problem of lay-offs; use of technology-based delivery of services, etc.
2. Review the employment mediation process in terms of: tasks in the employment mediation process; scope, quality and success rate of employment mediation; digitalisation of matching the demand and supply/vacancy and the job seekers profile; monitoring the results of employment mediation, etc.
3. Examine the NES “Guide for Working with Employers”
   * **Reviewing the NES’ employer engagement strategies and approaches** (strategies towards employers; methods of employer segmentation; organisational structures and NES staff specialisation; guidance for employer advisors; monitoring of employer’s engagement, etc.)

* **Elaborate the “Analysis Report” with the concrete recommendations for improvement**

(Taking into consideration the findings and good practices in other EU countries)

**Activity 2.2.4**

* **Developing the training for the NES employees working with employers**

The following topics (non-exhaustive list) to be included in the training content: collection, maintain and update of labour market information related to the demand side; modernisation of NES services to employers; effective delivery of employment mediation; NES employers’ engagement strategy and approaches, etc.)

* **Organise training for NES employees working with employers**
* **Developing and delivering training for the NES internal trainers**
* **Ensure** **monitoring and reporting** (feedback provided by participants, training report/s, etc.)

1. **Related Outputs/Deliverables**

**Under the supervision of the project Team Leader and in close cooperation with SNKE, the Junior NKE is expected to contribute for the producing of the following deliverables:**

**Activity 2.2.1**

* Analysis of current practice of NES’ cooperation with employers
* Recommendations for improvement of the NES’ cooperation with employers

**Activity 2.2.4**

* Training programme and training plan
* Training delivery plan
* Training reports
* Training materials
* Training evaluation feedback

The timeframe set in the project work plan for the related activities must be observed in providing this support.

1. **Timing and duration of mission/s**

The assignment shall be implemented in Belgrade, Serbia, in the following periods:

* **Activity 2.2.1 – October 2023 – January 2024; 15 working days**
* **Activity 2.2.4 – February 2024 – June 2024; 10 working days**

The number of days is subject to extension as needed.

1. **Reporting**

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

**9.** **Expert profile**

*Qualifications and skills:*

* University degree academic level in the field of Economy, Social sciences, Human Resources development or other related subjects.
* Good command of English written and spoken.
* Computer literacy (command of Microsoft Office (Word, Excel, PowerPoint, etc.) and the Internet).
* Excellent communication and presentation skills.
* Analytical experience and skills.
* Excellent reporting skills.
* Ability to work in a team.

*General professional experience*

* Minimum 5 years of general postgraduate professional experience in the field of employment, and/or social policy and/or Human Resources development.

*Specific professional experience*

* At least 3 years of postgraduate professional experience in the cooperation with employers in the field of Human Resources, employment matching.
* Previous experience in work with Public Employment Service (PES) and/or similar assignment will be considered as an asset.

**10. Evaluation of work**

The performance of the JNKE will be assessed by the Beneficiary’s representatives and the project Team Leader.

**11. Applications**

*Application letter and EU format CV*, both in English, must be submitted by e-mail to [evukcevic@archidata.it](mailto:evukcevic@archidata.it) and [Lpavlovova@yahoo.com](mailto:Lpavlovova@yahoo.com) no **later than 3.10.2023** titled:

“Application for the position – **JNKE for** **analysis of the current practices of NES’ cooperation with employers and organisation of trainings for NES employees on the topic of cooperation with employers**”.

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.*