

**Position: Project Assistant**

**Grade: IV**

**Vacancy issued: 25 September 2019**

**Deadline for Application: 23 October 2019;**

**No. of Posts 1**

Roma Education Fund (REF) is seeking a Project Assistant to join the project team in the implementation of the “EU Regional Action for Education: Increased education opportunities for Roma students and Roma youth in Western Balkans and Turkey”, project funded by European Union and implemented by REF.

### **Background**

The Roma Education Fund’s (REF) mission and goal is to close the gap in educational outcomes between Roma and non-Roma. To achieve this goal, the organization supports policies and programs which ensure access to quality education for Roma through scholarships, grant making, research and advocacy activities. The objectives of REF include:

- Expanding Romani children’s access to quality early childhood education and care;
- Improving primary education outcomes for Romani children aged six to fourteen;
- Boosting academic performance and graduation rates from secondary education for Romani pupils;
- Supporting access to tertiary education, improving graduation levels and strengthening identity of Romani university students;
- Expanding employment opportunities for young Romani adults

The overall objective of the project “EU Regional Action for Education: Increased education opportunities for Roma students and Roma youth in Western Balkans and Turkey“ is to contribute to social cohesion through increased education attainment and improved employability of marginalised Roma children and youth, as well as to foster cross-country and regional dialogue and knowledge transfer. The specific objectives of the Regional Action are:

- Promote equal participation in quality education for Roma children and youth at all educational levels and to improve educational outcomes (including preventing school drop-out);
- Improve Roma employability, with a particular focus on gender-sensitive measures in employment and smooth transition between end of studies to labour market;
- Promote desegregation and systemic durable change for Roma in the education sector by producing a change of attitude towards Roma and non-Roma communities; by strengthening the capacities of relevant central and local institutions through regional exchange of experiences and by using Roma role models as actors of change.

### **Outline of the Position**

**This is a position open for the duration of the Project (until June 2021).** The selected candidate will sign a fixed-term contract, **until the end of the Project.** The incumbent will be based in Belgrade, Serbia.

The Project Assistant supports the Project team in the technical implementation of the initiative, providing daily administrative and organizational tasks, including support to accounting. The Project Assistant works as part of the Project team in close cooperation with the Project Manager, Project Officers and Financial Officer.



### **Duties and Responsibilities:**

Under the supervision of the Project Manager, the incumbent provides programmatic and administrative support for the implementation of the project objectives. Specifically, responsibilities include, but are not limited to, the following tasks:

- Assisting in the preparation of working documents and background material. Assisting with preparation of plans, reports and requests, including documents required by the donor, such as annual plans, monitoring and evaluation plans (including Data Quality Assessments), project evaluation reports and briefing papers on Project implementation;
- Assisting in the development of Project activities and liaising with counterparts. Preparing terms of reference for consultants and implementing partners, assisting with review of the narrative and financial reports submitted by the implementing partner organizations and consultants;
- Ensuring efficient, cost-effective and timely logistical preparation of the activities implemented by the Project Team and support the related accounting;
- Preparing internal and external meetings and conferences in cooperation with the Project team (all logistical arrangements incl. visa, accommodation, travel, catering and other arrangements);
- Following-up on administrative correspondence in coordination with the Project Officers and the Project Manager, maintaining a central log of all incoming and outgoing official correspondence keeping record of all project activities; ensuring that outgoing mail is promptly dispatched
- Providing logistical and back-up support to the Project Officers and the Project Manager;
- Supporting the relevant administrative and financial tasks of the Project Team, including liaising with the REF Finance and Administration Department as necessary; preparing procurement requests and assessment grids; drafting terms of reference, grant contracts and amendments for the implementing partners based on existing templates.
- Maintaining database and keeping record of all Project activities;
- Liaising with international, regional and national governmental and non-governmental institutions with the purpose of collecting and sharing information and co-ordination activities;
- Performing other duties as required.

### **Necessary Qualifications:**

- B.A. in administration, management or other related discipline. Secondary education supplemented by a formal training or studies in administration, project management of national minorities affairs;
- At least two years of relevant experience in project administration and/or office management;
- Ability and willingness to work with the people of different nationalities, cultural and religious backgrounds and diverse views while maintaining impartiality and objectivity;
- Demonstrated gender awareness and sensitivity, as well as ability to integrate a gender perspective into tasks and activities;
- Good understanding of local and international environment;
- Excellent written and oral communication skills in English (and Serbian), advantage if spoken one or more languages of the project countries;
- Computer literacy with practical experience in Microsoft applications;
- Knowledge of Romani language is considered an advantage;
- Knowledge and experience in project funded by European Union is preferable;



## Core competencies:

- **Initiative:** Actively seeks to improve programs or services; Seeks challenging experiences and approaches them with passion, enthusiasm and professionalism;
- **Planning and Organization:** Develops clear goals and achieves results that are consistent with agreed strategies; Adapts and reacts in a flexible manner when necessary;
- **Communication:** Listens to others, correctly interprets messages from others and responds appropriately; Demonstrates openness in sharing information and keeping people informed;
- **Teamwork:** Works independently and collaboratively with others to achieve organizational goals; Shares knowledge and insight with others;
- **Ownership:** Accepts personal responsibility (including shortcomings) and ownership of actions (including for work unit, where applicable) for achieving results; Understands organizational vision, mission and values, and leverages this knowledge when making decisions; Makes tough decisions when necessary;
- **Development:** Actively seeks to develop oneself professionally and personally and to contribute to the growth of the organization; Seeks feedback to learn and improve the organization;

## Organizational Values

In order to develop and deliver our education programs that provide quality, inclusive education for Roma children and youth, we believe in five core values that join us together and that mirror the work, actions and ideals of our organization and its culture:

- **Tenacity; Integrity; Justice; Accountability; Inquisitiveness**

## How to apply

Qualified candidates are invited to send their cover letters and CV (both in English) by 23 October 2019 via email to [recruitment@romaeducationfund.org](mailto:recruitment@romaeducationfund.org) with the subject line: Project Assistant.

Only shortlisted candidates will be contacted.

Selection process is based on a written test and competency-based interview.

Individuals identifying themselves as Roma and fulfilling the above-mentioned profile and requirements are particularly encouraged to apply. Qualified female candidates are particularly encouraged to apply.

Roma Education Fund is an equal opportunities employer.

