

## VACANCY ANNOUNCEMENT

### Assistant to the Director of ERI SEE Secretariat

The Education Reform Initiative of South Eastern Europe (ERI SEE) is a regional platform for cooperation in the field of education and training. ERI SEE is established by the *Memorandum of Understanding on the Role and Organisation of the Education Reform Initiative of the South East Europe*<sup>1</sup>, signed at Brdo, Slovenia, on the 5th June 2010 (2010 Brdo MoU) as an international organization. ERI SEE supports sustainable education reforms through regional cooperation. It aims at fostering shared European standards in education and training for a rapid integration of its member countries into a wider European area of education, thus contributing to the success and sustainability of the EU integration process. ERI SEE takes into account both country-specific needs and demands in education reforms, as well as present trends in the development of the envisaged European area of education, as outlined in the EU 'Detailed Work Programme on the Follow-up of the Objectives of Education and Training Systems in Europe', the 'Bologna Process' and the 'Copenhagen Process'. Members of ERI SEE are signatory parties and acceding parties to the 2010 Brdo MoU. Those are: Albania, Bosnia and Herzegovina, Croatia, Macedonia, Moldova, Montenegro and Serbia. ERI SEE institutional structure consists of a Governing Board, a Consultative Body and a Secretariat.

The Secretariat is established by the *Agreement between the Government of the Republic of Serbia and the other members of the ERI SEE on the seat of the secretariat of the ERI SEE*<sup>2</sup> (Host Country Agreement) with the seat in Belgrade, Republic of Serbia.

The Secretariat is responsible for the implementation of the Annual Work Program adopted by the Governing Board within the overall objective of integrating SEE into the evolving Wider European Area of Education through networking, organisation and delivery of regional seminars and workshops, facilitation of cluster and peer learning activities etc.

In particular, the Secretariat is responsible for the following tasks:

- Co-ordination and organisation of the activities of ERI SEE on the basis of the annual work programme adopted by the Governing Board. Activities will include: providing time-line of activities, organisational and conceptual preparation and implementation of meetings, workshops, seminars, peer-learning clusters etc. (drafting agendas, making travel arrangements, financial reporting, preparation of agreements, contracts, drafting reports etc.); provision of ongoing information about planned and implemented activities to the Governing Board etc.;
- Financial management and budget planning for ERI SEE according to the Financial Management Rules and in close co-operation with the Chair and Co-Chairs of the Governing Board;

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<sup>1</sup><http://www.erisee.org/about-eri-see/legal-basis/memorandum-2010/>

<sup>2</sup><http://www.erisee.org/about-eri-see/legal-basis/host-country-agreement/>

- Provision of, in accordance with the Rules of Procedure<sup>3</sup>, annual report to the Chair/Co-Chairs and the Governing Board members on the implementation of the Annual Work Program (including financial report on budget execution in previous year);
- Support to the Governing Board in lobbying and fundraising activities by identifying potential donors in consultation with the Governing Board and the Consultative Body based on the overall fundraising strategy to be implemented by the Secretariat (contacting donors, organising meetings, providing necessary information, etc);
- Collection and dissemination of examples of good practice in the field of education, presented within the framework of capacity building, seminars, workshops, etc., as well as of the outcomes of ERI SEE activities;
- Networking with other European and international institutions and initiatives thus contributing to a Wider European Area of Education (establishing, maintaining and expanding contacts) in order to facilitate the implementation of ERI SEE goals. Establishment and regular update of a database on relevant international networks;
- Public relation tasks, e.g. regular update of the ERI SEE homepage, production of a regular newsletter etc.

ERI SEE is looking for a:

#### **An assistant to the Director of the ERI SEE Secretariat**

The assistant to the Director of the ERI SEE Secretariat assists the Director in everyday activities of the Secretariat, contributing to its regular and efficient functioning and leading to the realization of the tasks the Secretariat is responsible for.

#### **Tasks and responsibilities of the assistant**

- Assistance in the implementation of the activities of ERI SEE agreed with the Governing Board (workshops, seminars, conferences, peer-learning clusters etc.) referring to all the logistic, administrative, financial and conceptual assistance related to these activities. In more detail, the activities include tasks such as: drafting the time-line of activities; preparation of activities – organisational and conceptual; participation to the activities and offering logistic and organisational support; follow-up of the activities – drafting minutes, drafting reports, follow-up communication with the participants etc.
- Assistance in the preparation and implementation of project activities of the ERI SEE Secretariat – identifying potential donors, projects drafting, organizing consultations, managing everyday project activities, (including but not limited to administrative and financial tasks related to project activities), communication with the donors, reporting, monitoring, etc.
- Assistance in the everyday office activities of the ERI SEE Secretariat. This, in more detail, includes e-mail correspondence, faxing, copying, printing, arranging meetings, answering phone calls, writing minutes, preparing travel orders, planning the purchase of basic office equipment,

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<sup>3</sup><http://www.erisee.org/about-eri-see/governing-board/rules-of-procedures/>

participating in regular staff meetings, and implementation all activities agreed upon with the Director.

- Assistance in financial activities of the ERI SEE Secretariat – collecting offers, analyzing the costs, preparing the orders, preparing the invoices for payments, communicating with the accounting and financial support, etc.
- Assistance in legal activities of the ERI SEE Secretariat – drafting internal documents, drafting contracts, identifying critical legal issues and communicating with the legal experts
- Assistance in the preparation of the Annual Work Programme
- Assistance in the creation of the Annual Report of the ERI SEE Secretariat
- Organisation of and/or participation in the visibility activities – presentations on the ERI SEE activities, dissemination of the examples of good practices, dissemination of the outcome of ERI SEE activities, maintenance of the webpage, drafting texts for the newsletter or other forms of informing the general public, creating data basis of contact etc.

### **Eligibility criteria**

- Citizenship of a signatory country of the 2010 Brdo MoU: Albania, Bosnia and Herzegovina, Croatia, Macedonia, Moldova, Montenegro or Serbia
- University degree of at least four years of higher education. Advanced university degree will be considered an asset.

At least 2 years of work experience in the area of education development and regional cooperation. If the assistant is the member of International Staff, he/she shall enjoy the immunities and privileges provided for in the Host Country Agreement. If the assistant is a Local Staff, he/she shall not enjoy any immunity or privilege provided for in the Host Country Agreement.

### **Selection criteria**

Candidates are requested to possess the competences listed below:

- Experience in the area of education development and education policy
- Experience in regional and international cooperation
- Experience in project planning and management
- Experience in administrative and financial operations
- Experience in financial management and budget planning
- Excellent team working skills
- Excellent verbal and written communication skills
- Proficient knowledge of English language (verbal and written).
- Proven capacity to use computerised office tools (especially MS Office applications such as Word, Excel and PowerPoint) and databases
- Knowledge of SEE languages and other EU languages will be an asset

### **Location / Contract**

The holder of the position will be based in the ERI SEE Secretariat in Belgrade. She/he could expect that up to 30% of her/his time would be spent on business-related travel.

### **Necessary Documents**

Candidates should enclose to application the following documents:

- CV (Europass CV format)

\*The Europass CV template in English is available at

<https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

- Scanned copy of higher education degree
- Scanned passport copy
- Motivation letter
- Two written letters of recommendation (or contacts of 2 professional references instead)

The motivation letter, letters of recommendation and CV must be written in English.

Applications can be submitted by **e-mail only**. If you are interested in this position, please send your application containing all necessary documents by email to **jobs@erisee.org** no later than **28<sup>th</sup> January 2018**.

Applications received after the given deadline as well as those not accompanied by the necessary documents will not be considered.

**Only** short listed candidates will be invited for an interview. The interviews will be conducted with shortlisted candidates by the Selection Committee in the period **15<sup>th</sup> February – 2<sup>nd</sup> March 2018<sup>4</sup>**.

Candidates should note that flexible (half-time) working arrangements are possible, depending on the candidates' profiles and corresponding workload.

For general information about ERI SEE, please check ERI SEE's website [www.erisee.org](http://www.erisee.org).

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<sup>4</sup> Dates are subject to change, depending on the availability of the members of the Selection Committee.