

## **Terms of Reference for Sector Project Coordinator**

for the Austrian Development Agency-funded project *Enhancements in the Quality of Education and Training in South Eastern Europe (EQET SEE)*

### Background information:

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, 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. Members of ERI SEE are signatory parties and acceding parties to the 2010 Brdo MoU. Those are: Albania, Bosnia and Herzegovina, Croatia, Montenegro, Republic of Moldova, Republic of North Macedonia and Serbia. ERI SEE institutional structure consists of a Governing Board, a Consultative Body and a Secretariat. Kosovo\* representatives participate as observers to ERI SEE activities.

One of the areas prioritized by the ERI SEE is Vocational Education and Training and its modernization and the other Quality Assurance in pre-tertiary education. For this reason, ERI SEE, in cooperation with the VET agencies, Chambers of commerce and agencies for quality of education from the region, has developed a project proposal on the development of regionally-based standards of occupations and qualifications, and external evaluation processes in the region, funded by the Austrian Development Agency. The activities planned within this project started in October 2021, with the overall budget of approximately 2 mil. euro.

**Sector project coordinator is in charge of the pre-tertiary Quality Assurance (QA) aspects of the project.**

The planned outcomes for the QA aspects include:

- More effective, cost efficient and cooperative pre-tertiary quality assurance processes supported by increased capacities of quality agencies and external evaluators
- Enhanced quality culture at national levels supported by higher level of evidence-based policy making and partnership relationships between the actors in the process of QA

**The planned outputs are as follows:**

- Developed regional competence standard for external evaluators
- Developed and implemented regional training modules for external evaluators
- Developed regional quality guidelines and procedures for quality agencies (including evaluation, recruitment, initial training, CPDs, equality, sustainability...)
- Improved cooperation activities between schools, QA agencies and other stakeholders
- Revised QA methodologies, accompanying instruments and tools to support development of quality culture
- Piloted methodology at a sample of schools

### ***SECTOR PROJECT COORDINATOR***

#### **Job Summary:**

- Plans, initiates, manages, implements and coordinates all the activities related to the QA component within the project Enhancing Quality of Education and Training in South Eastern Europe (EQET SEE) from initiation to completion on the basis of the project application and contract signed between ADA and ERI SEE
- Performs expert and administrative tasks related to the ERI SEE Secretariat and integration of EQET SEE activities into the everyday work of ERI SEE Secretariat

#### **Responsibilities and duties:**

- Plans, implements, manages and coordinates regional activities regarding QA
- Coordinates, supports and oversees the implementation of national activities in cooperation with the National Contact Points appointed at national levels
- Creates project schedule, coordinates and makes sure it is met (providing time-line of activities, organisational and conceptual preparation and implementation of activities at regional level)
- Monitors and assists the implementation of national activities (providing time-line of activities, assisting in the organisational and conceptual preparation and implementation of activities at national level)
- Prepares the agreements, reports, minutes, conclusions and other necessary documents, and makes all necessary steps and agreements for timely realization of planned activities
- Regularly informs and consults the ERI SEE management
- Regularly cooperates with the ERI SEE staff on project and regular activities matters
- Monitors the expenditure of the project finances and makes sure the budget is effectively managed and not exceeded
- Takes necessary steps for the reallocations of budget and any adjustments or modifications of the project
- Takes necessary steps to ensure smooth everyday running of the project (efficient e-mail correspondence, faxing, copying, data collecting, preparing travel orders, preparing payment slips, purchase of office equipment, registering time sheets, communicating with the accounting and financial support etc.)

- Documents project phases and activities
- Prepares narrative/activity reports for the Contracting authority
- Coordinates and supports the preparation of national inputs relevant for overall reporting
- Regularly reports to the ERI SEE management and to the Contracting authority
- Works closely with field personnel (National Contact Points) to handle project issues as they arise and to make sure the obligations are duly met
- Cultivates relationships based on trust and responsibility

**Eligibility criteria:**

- Citizenship of a signatory country of the 2010 Brdo MoU: Albania, Bosnia and Herzegovina, Croatia, Montenegro, Republic of Moldova, Republic of North Macedonia and Serbia
- University degree of at least four years of higher education.

**Sector Project Coordinator Skills/Quality selection criteria**

- Experience in education and training sector
- Experience in education-related projects
- Demonstrated understanding of and relevant work experience (min. 4 years) in project implementation concepts
- Detail-oriented individual that can ensure that the project is completed on time and at or under budget.
- University degree of at least four years of higher education
- Ability to work independently with minimal managerial supervision
- Ability to handle multiple activities at once
- Demonstrated understanding of and relevant work experience in financial management of projects
- Strong knowledge of written and digital project management tools
- Proficient knowledge of English
- Excellent verbal and written communication skills
- Excellent team working skills

**Employment type:**

- 12-month contract for 1 FTE (full-time-equivalent) with possible extension and permanent employment

**Place of duty:** Belgrade, Serbia

**Expected starting period of employment:** November 2023