

ERI SEE Secretariat
8 Dečanska Street
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Serbia

VACANCY ANNOUNCEMENT
Director of the ERI SEE Secretariat

The Education Reform Initiative of South Eastern Europe (ERI SEE) is a regional, South Eastern European, 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*¹, 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 Education Area, 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 and training reforms, as well as goals and trends in the development of the European Education area (EEA)², Council of Europe Education Strategy 2024 – 2030,³ EU Strategy for the Danube Region⁴ and Berlin Process⁵.

Members of ERI SEE are signatory parties and acceding parties to the 2010 Brdo MoU. Those are: Albania, Bosnia and Herzegovina, Croatia, Moldova, North Macedonia, 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*⁶ (Host Country Agreement) **with the seat in Belgrade, Republic of Serbia.**

The Secretariat is responsible for the implementation of the Annual Work Programme, adopted by the Governing Board, through networking, organisation and delivery of regional projects, conferences, seminars and workshops, facilitation of peer learning activities, coordinating expert networks etc.

¹<https://www.erisee.org/about-eri-see/legal-basis/memorandum-2010/3-memorandum-of-understanding-on-the-role-and-organisation-of-the-eri-see-brdo2010-2/>

²<https://education.ec.europa.eu/>

³<https://rm.coe.int/education-strategy-2024-2030-26th-session-council-of-europe-standing-c/1680abee81>

⁴<https://danube-region.eu/>

⁵<https://www.berlinprocess.de/>

⁶https://www.erisee.org/wp-content/uploads/2017/12/signed_ERI_SEE_Host_Country_Agreement_EN.pdf

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 projects, conferences, meetings, workshops, seminars, peer-learning exchanges etc.
- Developing concept of events in cooperation with ERI SEE partners, identifying speakers and experts, 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;
- Developing concepts of projects to be funded by potential donors, in cooperation with ERI SEE partners and Governing Board;
- 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;
- Provision of 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 verified by the audit report);
- 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 projects, conferences, capacity building, seminars, workshops, and other activities, as well as of the outcomes of ERI SEE activities;
- Networking with other European, international and regional institutions and initiatives thus contributing to the European Education Area and Common Regional Market of the Western Balkans within the framework of the Berlin Process and Danube Region Strategy (establishing, maintaining and expanding contacts) in order to facilitate the implementation of ERI SEE goals.
- Establishment and regular update of a database on relevant networks and contacts;
- Public relation tasks, e.g. regular update of the ERI SEE homepage, production of a regular newsletter etc.

ERI SEE is looking for the:

Director of the ERI SEE Secretariat

The Director represents and acts on behalf of the ERI SEE Secretariat and is responsible for ensuring regular and efficient functioning of the Secretariat.

The Director is responsible to the Governing Board for the appropriate use of funds made available to the budget of the Secretariat. The administration and financial management procedures governing the budget of the Secretariat, including an independent audit, are based on the agreement with the Governing Board.

Tasks and responsibilities

The Director shall:

- organize operation of the Secretariat and carry out its activities autonomously;
- undertake all legal actions for and on behalf of the Secretariat, including the signature of contracts;
- represent the Secretariat in all judicial, administrative or any other proceedings;
- be a designated signatory of the bank account in the name of the Secretariat;
- issue powers of authority to third parties aiming to represent the Secretariat in legal matters, within his/her area of responsibility;
- adopt the internal regulations of the Secretariat that are not within the competence of the Governing Board as provided by the Statute⁷;
- prepare a draft Annual Work Program of activities as well as a budget of the Secretariat for adoption by the Governing Board, in accordance with the Rules of Procedure of the Governing Board;
- prepare and provide Annual report to the Chair/Co-Chairs and the Governing Board members on the implementation of the Annual Work Programme (including financial report on budget execution in previous year and organization of the audit report);
- co-ordinate and organize the activities of ERI SEE on the basis of the Annual work programme adopted by the Governing Board;
- be responsible for financial management and budget planning for ERI SEE according to the Financial Management Rules and done in close co-operation with the Chair and Co-Chairs of the Governing Board;
- initiate and support 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;
- network with other European, international and regional institutions and initiatives thus contributing to the implementation of ERI SEE goals;

Throughout his/her term of office in the Republic of Serbia, the Director of the Secretariat shall be accorded privileges granted to heads of similar offices of international organizations in the Republic of Serbia. The Director, who is a member of International Staff, shall enjoy the immunities and privileges provided for in the Host Country Agreement. If the Director is a Local Staff, he/she shall not enjoy any immunity or privilege provided for in the Host Country Agreement.

Eligibility criteria

⁷ https://www.erisee.org/wp-content/uploads/2018/01/Statute_ERISEE_2016.pdf

- Citizenship of a signatory country of the 2010 Brdo MoU: Albania, Bosnia and Herzegovina, Croatia, North 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 5 years of work experience in education development and regional cooperation, where priority will be placed on the experience in the field of education policy in South Eastern Europe

Selection criteria

Candidates are requested to possess the competences listed below:

- In-depth proven knowledge and experience in the area EU integration/EU affairs, EU policies and in particular education priorities
- Experience in strategic planning, elaboration of project proposals, project management/implementation, monitoring and evaluation, notably related to EU funded projects or projects funded by international donors
- Experience in financial management and budget planning
- Experience in result-based management
- Experience in regional cooperation and networking in education and training
- Excellent management and leadership skills
- Excellent team working skills
- Excellent communication, conflict management and negotiation skills
- Excellent verbal and written communication skills
- Proficient knowledge of the English language (verbal and written). Knowledge of SEE languages and other EU languages will be an asset.
- Proven capacity to use computerised office tools (especially MS Office applications such as Word, Excel and PowerPoint) and databases

Location / Contract

The holder of the position will be based in the ERI SEE Secretariat in Belgrade. She/he could expect that up to 40% of her/his time would be spent on business-related travel.

Beginning and duration of the mandate

The mandate should begin on 1st November 2025. The initial appointment is for a three-year term. The initial appointment can be extended up to the maximum of three times.

Necessary Documents for Applying

Candidates should enclose to application the following documents:

- CV (Europass CV format)⁸
- Scanned copy of higher education degree
- Scanned passport copy
- Motivation letter addressed to the ERI SEE Governing Board
- Two written letters of recommendation

The motivation letter, letters of recommendation and CV must be written in English. A copy of higher education degree must be translated in English by certified translators.

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 **office@erisee.org** no later than **30th November 2024 by 17:00 (Central European Time)**, **subject line: Vacancy for the ERI SEE Secretariat Director - Application**.

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

Only the short-listed candidates will be invited for an interview and a short written assignment. The interviews will be conducted with shortlisted candidates by the Selection Committee, appointed by the Governing Board, face-to-face and/or on-line, in the period **1 February – 28th February 2025**.

For general information about ERI SEE, please check ERI SEE's website www.erisee.org.

⁸ The Europass CV template in English is available at <https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>