

Project Title:
Cooperation between Employment Agency of Montenegro and Social Work Centres

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Key expert 1. Team Leader will be responsible for the overall project coordination and quality control of project implementation and will work minimum 300 working days. The Team Leader will be responsible for regular liaison with the main beneficiaries and other institutions represented on the Project Steering Committee to ensure that the project is being implemented smoothly and that any problems are eradicated rapidly. The Team Leader is responsible for relations with the Contracting Authority, main beneficiaries and target institutions for organising and managing the project activities. The Team Leader will also be responsible for analysis of present situation in the sector of social inclusion, mainly in local branch offices of EAM and SWC, including analysis of business solutions and capacities of the activation and support of most disadvantaged groups into the labour market.

Qualifications and skills:

- University degree in social science, management, economics, public administration, or at least 10 years of professional experience directly related to the social inclusion;
- High quality analytical and document drafting skills, proven through published publications, analysis, reports, etc.;
- Proficient knowledge of English language (C1 level);
- Knowledge of the local language would be considered as an asset.

General professional experience:

- At least 5, but preferably 7 years of professional experience in the area of social sector (work experience in evaluations and researches would be an advantage);
- Management expertise gained through the participation in at least one project of the same value and duration, as a team leader;
- Knowledge on EU project management methodology gained through the participation as a key expert in at least 1 project.

Specific professional experience:

- At least 5 years of professional experience in dealing with socio-economic development, labour market and social assistance policy;

- At least 5 years of professional experience in the research area (analyst work experience in social sector would be an advantage);
- Experience in social integration issues and professional rehabilitation of persons with disabilities and working with Roma and/or Roma Egyptian population;
- Experience in training programmes development and delivery of training;
- Working experience (at least 1 project) related to socio-economic development, labour market developments and policies, especially for the persons with disabilities and Roma and/or Roma Egyptian population
- Experience in working with EU structural funds would be an advantage.

Key expert 2. Procurement advisor – minimum working days – 100

Qualifications and skills:

- University degree or at least 10 years of professional experience in the fields relevant to this service contract;
- Proficient knowledge of English language (C1 level);
- Knowledge of the local language would be considered as an asset.

General professional experience:

- At least 5, preferably 7 years of general work experience, preferably in areas related to Labour market and socio-economic development.

Specific professional experience:

- At least 5 years practical experience related to EU procurement rules;
- At least 3 years of practical experience of application of PRAG related to implementation of Grant Schemes (from launching Call for Proposals to implementation and monitoring of grant contracts and grant schemes);
- Knowledge of implementation modalities of pre-accession financial instruments and Structural and Cohesion Funds would be considered as an advantage;
- Work experience under decentralised management system for pre-accession funds would be an advantage;
- Practical experience in delivery of trainings and training programme development.
- Experience in delivery of trainings on grant schemes management.

All experts must be independent and free from conflicts of interest in the responsibilities they take on.