

# ERI SEE

## EDUCATION REFORM INITIATIVE OF SOUTH EASTERN EUROPE

### VACANCY ANNOUNCEMENT

#### Director of the 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 5<sup>th</sup> 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.;

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<sup>1</sup><http://www.erisee.org/downloads/2011/06/3.Memorandum%20of%20Understanding%20on%20the%20Role%20and%20Organisation%20of%20the%20ERI%20SEE,%20Brdo2010.pdf>

<sup>2</sup> [http://www.erisee.org/downloads/2015/ERI\\_SEE\\_Host\\_Country\\_Agreement\\_VF\\_SIGS.pdf](http://www.erisee.org/downloads/2015/ERI_SEE_Host_Country_Agreement_VF_SIGS.pdf)

- 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, 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:

### **Director of the ERI SEE Secretariat**

The Director represents and acts on behalf of the Secretariat and is responsible for ensuring regular and efficient functioning of the Secretariat. In case of his/her absence, a person appointed by him/her shall exercise of his/her functions.

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 outlined in a separate document, based on the agreement of the Governing Board.

### **Tasks and responsibilities**

The Director shall:

- undertake, with help and guidance of the Ministry of Foreign Affairs of the Republic of Serbia all administrative steps related to setting up of the Secretariat;
- 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;

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<sup>3</sup> [http://www.erisee.org/downloads/2015/Rules\\_of\\_procedure\\_GB\\_Final.pdf](http://www.erisee.org/downloads/2015/Rules_of_procedure_GB_Final.pdf)

- adopt the internal regulations of the Secretariat that are not within the competence of the Governing Board as provided by the Statute<sup>4</sup>;
- 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 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);
- co-ordination and organisation of the activities of ERI SEE on the basis of the annual work programme adopted by the 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, in accordance with the Rules of Procedure, 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;
- networking with other European and international institutions and initiatives thus contributing to a Wider European Area of Education in order to facilitate 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**

- 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 5 years of work experience in education development and regional cooperation, where priority will have 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

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<sup>4</sup> [http://www.erisee.org/downloads/2015/ERI\\_SEE\\_Statute\\_Final.pdf](http://www.erisee.org/downloads/2015/ERI_SEE_Statute_Final.pdf)

- Experience in strategic planning, elaboration of project proposals, project management/implementation, monitoring and evaluation, notably related to EU funded projects
- Experience in financial management and budget planning
- Experience in result – based management
- Experience in regional cooperation and networking in education
- Excellent management skills and leadership
- Excellent team working skills
- Excellent communication and negotiation skills
- Excellent verbal and written communication skills
- Proficient knowledge of 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 30% of her/his time would be spent on business-related travel. Initial appointment is for a three-year term.

### **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

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 **jobs@erisee.org** no later than **2 December 2015 by 17:00 (Central European Time)**. 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 **20 December 2015 – 20 January 2016**.

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