Terms of Reference (ToR)

Position Title: Job Matching Officer

Project Title: Beyond Barriers: Resilience of Roma in the Western Balkans

Funding Source: European Union

Implemented By: Institute for Research and Policy Analysis Romalitico

Project Duration: December 2, 2024 – October 1, 2027

Location: Skopje

Supervisor: Institute for Research and Policy Analysis Romalitico

Background

The “Beyond Barriers: Resilience of Roma in the Western Balkans” project is a regional initiative aimed at improving the economic status, social inclusion, and fight against antigypsyism among Roma communities in five Western Balkans countries: North Macedonia, Bosnia and Herzegovina, Serbia, Albania, and Kosovo. The project is supported by the European Union and implemented by the Institute for Research and Policy Analysis Romalitico, in partnership with Institute for Research and Policy Analysis Romalitico.

The project’s goals are to strengthen the inclusion of Roma through policies and initiatives addressing economic disparities, combating antigypsyism, and promoting social integration.

Objective of the Position

The Job Matching Officer will be responsible for the development, coordination, and implementation of vocational training programs for Roma NEET individuals. This position will focus on enhancing the employability of Roma NEET individuals by facilitating job matching, providing coaching services, and promoting inclusive hiring practices within the region.

Key Responsibilities

- Provide support in Development and Implementation of Vocational Training Programs
- Provide support in conducting a needs assessment to identify the specific vocational skills and training needs of Roma NEET individuals in the Western Balkans. This assessment will guide the design and implementation of targeted training programs.
- Provide support in development of vocational training programs with curricula tailored to address the identified skills gaps and vocational needs of Roma NEET individuals, ensuring that training aligns with current industry demands.

- Recruit qualified trainers with expertise in specific vocational areas (e.g., construction, IT, hospitality, etc.), ensuring they are equipped to deliver high-quality training that meets the needs of Roma NEET participants.
- Provision of Hands-on Training and Job Placement Services.
- Provide coaching services to Roma NEET individuals, guiding them through the job application process, interview preparation, and other career-related skills development.
- Provide support in conducting research and analysis to identify industries with growth potential in the Western Balkans, focusing on sectors that have current or projected job openings. Use this information to tailor training programs and job matching services.
- Provide support in initiate discussions and establish partnerships with local businesses to understand their workforce needs and explore potential collaborations for job placement opportunities for Roma NEET individuals.
- Provide Support in development a comprehensive database of the skills and competencies of Roma individuals within the region, aligning them with job requirements identified by local businesses. This database will help streamline job matching and placement.
- Facilitate job matching and placement services by connecting qualified Roma individuals with suitable job openings, ensuring support throughout the application and hiring process.
- Advocate for inclusive hiring practices by collaborating with government agencies, businesses, and other stakeholders to promote policies that incentivize companies to hire Roma and foster inclusive work environments.
- Advocacy for Inclusive Employment Policies.
- Facilitate policy dialogues and consultations with government agencies, legislators, and advocacy groups to discuss the incorporation of antigypsyism recognition into national and regional policies and legislation, working to ensure that employment policies are inclusive of Roma communities.

Qualifications and Experience

- **Education**:
    - A University degree in Business Administration, Law, Political Science, International Relations, Social Sciences, Human Resources, or a related field.

- **Experience**:
    - At least 3 years of experience in vocational training, employment services, or job matching, preferably with a focus on marginalized groups or Roma communities.
    - Proven experience in developing and implementing training programs or employment initiatives, ideally in the context of EU-funded projects.
    - Knowledge of labor market trends and economic sectors with growth potential in the Western Balkans is a plus.

- **Skills**:
    - Strong communication and interpersonal skills, with the ability to engage with a variety of stakeholders, including Roma communities, employers, and government representatives.
    - Excellent organizational and project management skills, with the ability to handle multiple tasks and meet deadlines.
    - Fluent in English

Reporting

The Job Matching Officer will report directly to the Project Coordinator and work closely with the regional project partners. Regular reporting on training program developments, job placement statistics, and related implementing activities will be expected.

Application Process

Interested candidates should submit the following documents by 10th February 2025.

A cover letter detailing their experience and motivation for applying (maximum 2 pages).

- A CV outlining relevant work experience and qualifications.
- Contact information for at least two professional references.

Applications should be sent to info@romalitico.org

Selection of candidates:

The selection of eligible candidate will be carried out by a committee created by the Institute for Research and Policy Analysis Romalitico.

Institute for Research and Policy Analysis Romalitico respects the principle of equal treatment and non-discrimination in decisions.

Selection criteria:

• Fulfillment of the call conditions

• Quality of the submitted documents

• Scores obtained at the interview

Only eligible candidates will be invited for an interview.

Only candidates who are invited for an interview will be notified of the selection decision. Institute for Research and Policy Analysis Romalitico *reserves the right not to inform rejected candidates of the reasons for their rejection.*