



Helvetas is an organization specialized in development cooperation and humanitarian response, anchored in Switzerland. Our vision is a just world in which all people determine the course of their lives in dignity and security, sustainably using environmental resources.

We welcome applications from motivated individuals for the following post at our office in **Sarajevo, Bosnia and Herzegovina**. The expected starting date is March 1st, 2024, or earlier upon agreement.

Name of position:	Project Officer
Name of Project:	Navigating the Road Ahead: Creating Shared Values through heavy-duty industrial equipment and commercial vehicles in the Western Balkans under the RECONOMY Program
Team:	Western Balkan (WB) Hub of the RECONOMY Program
Employment type:	100 %

RECONOMY is an inclusive and green economic development program of the Swedish International Development Cooperation Agency (Sida), implemented by HELLETAS Swiss Intercooperation in the Eastern Partnership and the Western Balkan countries. More information on RECONOMY can be found here: <https://www.reconomyprogram.com/>.

Within the frame of the RECONOMY Program a new Program Facilitation Unit (PFU) led regional project *“Navigating the Road Ahead: Creating Shared Values through Heavy-Duty Industrial Equipment and Commercial Vehicles in the Western Balkans”* will be implemented in Serbia, Bosnia and Herzegovina, and North Macedonia in collaboration with Volvo Group. The Project focuses on the trucking industry in the Western Balkan region and uses skills development, with a focus on the technical vocational education and training (TVET) schools, as an entry for stimulating shared values. Specifically, the Project supports developing skilled mechatronics covering the three countries of the Western Balkans, namely Serbia, North Macedonia, and Bosnia and Herzegovina. The Project aims to facilitate the establishment of a well-performing skills development system in the trucking industry, expected to promote professionals in truck mechatronics as well as private sector development.

The Project Officer will implement the Program Facilitation Unit (PFU) led regional project *“Navigating the Road Ahead: Creating Shared Values through Heavy-Duty Industrial Equipment and Commercial Vehicles in the Western Balkans”* implementation in Serbia, Bosnia and Herzegovina, and North Macedonia, establish, and coordinate activities and partnerships with Western Balkans stakeholders/system actors, ensure quality in implementation and achievement of the set objectives.

He/she will contribute to the integration of the WB intervention portfolio into the program’s knowledge management and learning processes, stimulating active discourse between the program and its WB partners and stakeholders in line with the overall objectives and approach.

The Project Officer is responsible for ensuring compliance of the program’s activities in WB countries with required administrative (and financial) processes and, most importantly, good risk management. Ensure timely support is provided to the Project Coordinator and the WB countries’ Regional Manager on program implementation-related administration issues in WB countries.

MAIN TASKS

- Design and manage interventions for the PFU-led project “*Navigating the Road Ahead: Creating Shared Values through Heavy-duty Industrial Equipment and Commercial Vehicles in the Western Balkans*” in Bosnia and Herzegovina and support the design in Serbia and North Macedonia.
- Support selected TVET schools to develop/update/customize the curriculum to align with the specific needs of the Project and the industry.
- Support capacity building of teachers from selected TVET schools following Helvetas’s, Volvo’s, and schools’ requirements.
- Provide direct support in the promotion of the new TVET education opportunities to the wider community, ensuring youth, particularly women and members of disadvantaged groups enroll in the offered educational programs.
- In collaboration with the schools, make a detailed sustainability plan for the equipment and on-the-job training with respective private sector companies related to Heavy-Duty Industrial Equipment and Commercial Vehicles.
- Promote and engage in dialogue with other relevant private sector companies from the Heavy-Duty Industrial Equipment and Commercial Vehicles sector for apprenticeship and on-the-job training to support local youths to obtain employment opportunities.
- Regularly meet system actors/partners to coordinate the activities and assure quality in implementation and achievement of objectives, to obtain, analyze, and update on country developments – potential challenges/risks and opportunities.
- Continuously update the Market System Analyses (MSA) in Bosnia and Herzegovina and in close collaboration with the Project Officer in Serbia, update the regional MSA, encompassing all three countries.
- Ensure coordination with other donor-funded skills development projects and with Sida initiatives in the WB countries for potential synergies.
- Conduct continuous research and development in WB countries to identify entry points for systemic intervention and new partnerships in line with the Sida collaboration agreement.
- Coordinate monitoring activities (research, capacity building, data collection, etc.) with the WB hub MRM Officer in line with RECONOMY’s manual, ensuring evidence for steering, reporting, and learning.
- Collaborate with the Knowledge Management and Communication Manager to develop knowledge and communication products aligned with RECONOMY’s strategy, fostering discourse among partners and enhancing program visibility in WB countries.
- Plan and co-organize different workshops, events & study trips.
- Contribute to the report’s development at all levels.
- Support in the implementation of the other RECONOMY Projects in WB, if necessary.

YOUR QUALIFICATIONS

- At least 3 to 5 years of experience working in TVET/skills development projects.
- Degree in education, business management, administration, or related field.
- Excellent understanding of the formal and non-formal education system in Bosnia and Herzegovina.
- Understanding of the formal and non-formal education systems in Serbia and/or North Macedonia will be considered an advantage.
- Knowledge and application of the Market Systems Development approach in the skills development, private sector, and advocacy streams would be considered an advantage.
- Understanding and experience in Monitoring and Results Measurement (MRM)
- Ability to analyze qualitative and quantitative data and synthesize learnings.
- Understanding and experience in Gender Equity and Social Inclusion (GESI) and Environment & Climate Change (ECC).
- Understanding of key education trends in the Western Balkans.
- Proven facilitation and coordination skills with education and private sector stakeholders.
- Understanding of the essence of the “Business Model” and its application in the education context.

- Excellent writing skills and experience in developing various Terms of References, monthly updates, and reports.
- Ability to travel frequently within the Western Balkans and Eastern Partnership regions.
- Residency in Bosnia and Herzegovina.

WORKING CONDITIONS

- 5 working days (from Monday to Friday).
- Frequent business trips to the Western Balkan countries, Eastern Partnership and Switzerland.
- Hybrid working model applicable in agreement with the Regional Manager.
- Trial Period: up to 3 months.

We look forward to receiving your complete application including CV and motivation letter by the **31st of January**. Please send your application to reconomyprocurement@helvetas.org. For additional information, please visit our website www.helvetas.org.