

JOB DESCRIPTION

VOCATIONAL EDUCATION AND TRAINING ADVISOR (100%)

Project	Education for Employment in North Macedonia (E4E@MK)
Location	Skopje – Workplace mainly in the Ministry of Education and Science
Job Title	Vocational Education and Training (VET) Advisor (100%)
Reports to	VET Lead

GENERAL DESCRIPTION

The VET Advisor provides professional expertise and support to the Ministry of Education and Science (MoES) regarding the planning, implementation and monitoring of dual VET.

She / he aligns project objectives with the VET development at the MoES and its public entities.

She / he advises and supports the MoES in the development and improvement of the Regional VET Centers.

She / he supports E4E@MK in relevant project cycle management processes.

MAIN JOB TASKS AND RESPONSIBILITIES

- Regularly updates the MoES on international best practices in VET, in particular dual VET.
- Expedites dual VET as new model in the VET system at the MoES.
- Supports new and existing official committees, and specific work groups at various levels, aiming to strengthen the exchange between the key stakeholders in VET.
- Acts as contact person for the involvement of the private sector in dual VET at the MoES.
- Supports the MoES in the process of implementing dual VET / Work-Based Learning in companies.
- Supports VET key actors in the monitoring of dual VET implementation.
- Acts as a liaison between the Regional VET Centers, the MoES and E4E@MK.
- Contributes to the development or adaptation of VET related laws, regulations, guidelines etc.
- Supports the VET Lead in planning, implementation and monitoring of project interventions.
- Assists E4E@MK in their regular review, planning and reporting activities.
- Works closely with the E4E@MK team to ensure accurate, complete, and timely MRM data.
- Other tasks deemed necessary.

EDUCATION AND EXPERIENCE

Mandatory:

- Bachelor’s or Master’s degree in public management, pedagogy, law, or similar qualification.
- At least 3 years of management experience in a public institution.
- Sound understanding of the Macedonian VET system and knowledge of relevant legal and regulatory frameworks.
- Very strong advisory and communication skills and proven ability to build and maintain relationships with stakeholders.
- Fluent in Macedonian and English (reading, speaking, and writing).
- Additional Assets:
 - Demonstrated ability to work effectively with Governmental and/ or international organizations.
 - Proofed track record of collaborating with the private sector.
 - Knowledge of Albanian language.

KEY COMPETENCES

- High ability to facilitate teams and networks.
- Strong analytical and management skills.
- Good team player with independent and well-structured mode of operation.
- Results-oriented and able to deliver quality outputs under tight deadlines.
- Aptitude to share knowledge and support capacity development processes.
- Inclusive approach in working with individuals from diverse backgrounds.
- Capable of handling stress with a flexible approach in diverse situations.
- High responsibility and reliability.
- Loyalty and discretion.
- Familiarity with digital tools and technologies to enhance work processes.
- Willingness to travel in North Macedonia and abroad.

Interested applicants are requested to send their **CV and a Motivation Letter in English** to:
e4quotations@helvetas.org

Only short-listed candidates will be contacted, invited for an interview, and notified about the selection process.

Deadline for applications: 24.04.2023