

Roma Education Fund
Job Description
Project Officer 1 (expert on project cycle management and M&E tools)
EU DG Near Project: Increased education opportunities for Roma students and Roma youth in Western Balkans and Turkey

The Roma Education Fund's (REF) mission and ultimate goal is to close the gap in educational outcomes between Roma and non-Roma. In order to achieve this goal, the organization supports policies and programs which ensure quality education for Roma through scholarships, grant making and advocacy activities. The objectives of REF include:

- Expanding Romani children's access to quality early childhood education and care
- Improving primary education outcomes for Romani children aged six to fourteen
- Boosting academic performance and graduation rates from secondary education for Romani pupils
- Supporting access to tertiary education, improving graduation levels and strengthening identity of Romani university students
- Expanding employment opportunities for young Romani adults

The Roma Education Fund operates its activities in close links with civil society and institutional partners in 16 countries of Central, Eastern and South-Eastern Europe.

Starting in 2018, REF will implement the project funded by the EU DG Near *Increased education opportunities for Roma students and Roma youth in Western Balkans and Turkey*. The project aims to reduce the gap between Roma and non-Roma in participation and completion of quality education through gender-sensitive programming, to improve Roma students' transition between education and employment and to promote durable systemic change and desegregation of education systems in the Western Balkans and Turkey.

The objectives will be achieved through supporting Roma children in: pre-school education and enrolling them into integrated primary schools; awarding scholarships to Roma students in secondary and tertiary education; supporting transition between education levels and employment; building capacities of relevant authorities and their understanding of the specific challenges faced by the Roma community; supporting regional networking and exchanging experiences with the aim to contribute to mainstreaming of Roma in the national policies and, where relevant, changes in policies and legislation.

Under the supervision of the Project Manager, the Project Officer will be responsible to:

1. Prepare, organize and roll-out project activities in accordance with the implementation plan, proactively coordinating all persons implicated in administrative decision making and ensuring good communication with them



- a) Prepare, plan and delegate actions to ensure timely roll-out of the project in collaboration with the Project Manager;
- b) Liaise with other project staff and REF Finance and Administrative Unit on administrative and operational issues on a day to day basis;
- c) Supervise financial, administrative and organisational activities related to the implementation of the project and maintain adherence to budget limits;
- d) Review progress in project implementation regularly, including adherence to budget limits;
- e) Inform Project Manager about potential reallocations, if necessary;
- f) Coordinate all plans and actions with the Project Manager to ensure that the administration and execution of the project activities enable progress towards substantive project results

2. Ensure compliance with all contractual obligations towards the donor and with REF internal control systems:

- a) Liaise with all project staff and REF Finance and Administration Unit staff to ensure shared knowledge of contractual obligations and procedural rules on a day to day basis;
- b) Assess in advance and on a continual basis the risks and implications associated with specific rules or contract provisions for project implementation, including possible delays;
- c) Prepare necessary documents/decisions on the basis of this assessment to avoid delay/negative impact as much as possible;
- d) Take remedial action to prevent delays/misunderstanding, including keeping all key project staff, partners and donors informed of the impact on achievement of project results;
- e) Coordinate all actions with the Project Manager to ensure that the administration of the project is enabling progress towards substantive project results.

3. Monitor implementation of agreements with implementing partners from an administrative and financial perspective:

- a) Draft Terms of Reference and corresponding budgets for sub-grantees;
- b) Oversee the procurement process or contracting related to project activities and ensure it is carried out in a timely manner according to the REF internal control systems;
- c) Supervise and verify the achievement of results identified in implementing partner agreements and provide advice during implementation to ensure fulfillment of contractually agreed terms;
- d) Monitor all project expenditures and implementation of activities by sub-grantees/affiliated entities according to cooperation agreements;

4. Manage and monitor the use of project resources, including financial reporting to the donor (ensuring coherence with narrative reports):

- a) Oversee the maintenance of information on the project's expenditure levels to be able to identify on a daily basis how resources are being spent and their availability, thus facilitating proper project planning;
- b) Oversee preparation, roll-out and fulfillment of all procurement instruments;
- c) Oversee timely payment of all consultants and sub-grantees/affiliated entities;



- d) Liaise with all project and REF Headquarters staff dealing with the respective administrative issues (human resources, finance, IT, documents/records management, accounts, procurement) on a day to day basis;
- f) Draft interim and final reports for submission to project donor(s) as required;
- g) Document all decisions taken about the use of project resources;
- h) Design and establish an appropriate project filing system and ensure maintenance of all project files.

Education/Experience

- MA degree in education, social sciences or BA with adequate work experience in lieu of social inclusion policies for Roma or minority rights at regional level
- At least three years of relevant experience in project management (MA degree), or 5 years equivalent combination of education (BA) and field work experience;
- Roma specific experience and knowledge, preferable country and Roma related policies and strategies
- Understanding of the context of Western Balkans and Turkey, preferably work experience in the region;
- Strong understanding of the overall EU level policies and accession processes;
- Strong experience in project management, including financial oversight and monitoring and evaluation tools (M&E);
- Demonstrated experience in coordination and management of large scale and international projects preferred;
- Experience in negotiating and working with wide variety of governmental and non-governmental stakeholders;
- Experience and competencies in working in a multicultural and gender-sensitive environment;
- Strong background with programs advancing education through community organizing, legal advocacy, research or policy reform work.

Skills Required

- Working efficiently in a fast-paced environment, troubleshooting and following projects through their successful completion, with strict deadlines and without loss of attention to details, budgetary requirements, monitoring, evaluation and reporting;
- Effectively work as a team member, as well as independently, with a high-level of self-motivation and ability to set and meet goals;
- Good knowledge and understanding of the education system in the Western Balkans and Turkey; Good knowledge of stakeholder organizations and education networks active in the field;
- Excellent command of the English language (written and spoken); preferred knowledge of one of the country languages;
- Knowledge of Romani language is considered an added value;



- Excellent organizational, analytical, communication and interpersonal skills;
- Good listening and communication skills, with sensitivity to cultural communication differences;
- Good level of computer usage proficiency

Start date: As soon as possible

Compensation: Commensurate with the experience.

Location: Budapest

Please send a letter of interest and your professional CV (<https://europass.cedefop.europa.eu/editors/en/cv/compose>) with at least three references to recruitment@romaeducationfund.org, April 25, 2018.

