

Part-time employability Consultant/Advisor

Purpose

With the aim to improve the socio-economic conditions of the targeted Roma, Ashkali and Egyptian communities and to address root causes of migration, the project also intends to improve access of targeted communities to employment, employment services and opportunities for professional development. For this purpose, project is requiring a consultant to provide the consultancies in supporting the project personnel in two planned project undertakings under the objective of economic integration: 1) Registration of unemployed Roma, Ashkali and Egyptians in the employment office and linking up with employment programs; and 2) Vocational counselling and training of job-seekers from targeted communities.

Through the support of project personnel, the consultant will assist job seekers improve employability by acquiring specific labor market skills. Adviser/consultant will work on average 2 days/week and be in permanent contact with the respective Regional Employment Office and the Vocational Training Center.

Main duties

Support project personnel to collect labor market information and innovative ideas of employment promotion and services for community members regarding job openings, entry and skill requirements and other occupational information

Support project personnel to identify barriers to employment and assist the organization working with job seekers in developing an individual transition to work plan

Provide information on job opportunities currently available within the local environment and which fit the job seeker's qualifications

Deliver recommendations on what, if anything, could be improved/modified

Act as liaison between the workshop participants and employment offices

Support in providing information of current market driven sectors, and services and goods with the most growth potential in the local market, that are relevant to micro-entrepreneurs from the target group

Assessment of corresponding vocational and entrepreneurship skills, capacity gaps and needs in terms of training, tools, equipment and other inputs

Mapping of potential service providers, including CSOs, NGOs, technical and vocational training centers, private sector service provider which could facilitate capacity building of micro-entrepreneurs

Support project staff to conduct the quantitative surveys

Report on the achievement of target results

Requirements

A university degree/Bachelor's degree preferably emphasizing human resources, social science, economics, public administration or general management

At least 2 years' experience working in Human Resources, and in particular in Career Development/Counseling

Ability to render consulting services in the most professional, effective and efficient manner

A strong understanding of the national labour market and issues facing predominant target groups within the project location

Project/programme management skills

Excellent analytical, conceptual and writing skills

Excellent demonstrated ability to be flexible and work under tight deadlines in an independent working environment

Strong negotiating and managerial skills

Good knowledge on the policy and implementation of employability

Familiarity and prior experience with the non- profit organization an asset

Ability to analyze complex data from multiple sources is required

Cross-cultural management experience and sensitivity

Planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet changing deadlines

Well-developed interpersonal skills, including the ability to liaise effectively at different levels;

- Analytical and problem-solving skills, including the ability to formulate recommendations;
- Demonstrated capacity to work both independently and in a team environment; and
- A sound sense of judgment and commitment to the core values of the organization.

Demonstrates integrity by modeling the open society values and ethical standards

Promotes the vision, mission, and strategic goals of the organization

Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability