

Job vacancy:

The SALTO-YOUTH SEE Resource Centre (SEE RC) is looking for a PROGRAMME OFFICER from 1 September 2004.

Working environment

The SALTO-YOUTH SEE RC is a support structure for the Europe-wide network of National Agencies of the European Commission's YOUTH programme, for promoting co-operation with the countries of the Western Balkans.

The Centre is part of a European network of 8 SALTO-YOUTH Resource Centres that support the development of the YOUTH programme according to different priorities.

The YOUTH programme is a programme of non-formal education that provides financial support for a variety of European youth projects (Actions), information, training and opportunities to develop new partnerships for young people between 15/18 and 25. 33 countries in Europe participate as full members in the Programme, other countries, including those of the Western Balkans, can participate as »third countries« under specific conditions.

The SEE RC is hosted by the Slovenian National Agency for the YOUTH programme, MOVIT NA MLADINA, in Ljubljana. Altogether, the office has a staff of 9 members, including the Director, programme officers of the National Agency, Eurodesk and the SEE RC, accountancy and secretariat. Three members of staff are currently working for the SEE RC: the co-ordinator of the Centre and two programme officers. The Centre also hosts trainees as additional temporary expert help in the office.

Duties and tasks

The SEE RC offers various activities, tools and services in the areas of information, capacity building, contact making, evaluation and strategy building, all aimed at increasing and improving the participation of actors in the youth field from the Western Balkans in the YOUTH programme. The Centre's programme is defined by a bi-annual work plan, which is developed in close co-operation with the European Commission.

The project officer is expected to take responsibility for planning, preparing, implementing, evaluating and following up various activities, tools and services to be defined together with the co-ordinator of the RC.

In particular, tasks include:

- co-ordinating the administrative and educational preparation, implementation, evaluation and follow up of seminars, training courses or other meetings of the Centre, which are carried out with the help of international teams of trainers and National Agency staff;
- representing and introducing the work of the SEE RC and the YOUTH programme at meetings organised by other actors;
- advising project organisers on individual questions related to co-operation with SEE within the YOUTH programme;
- developing, or assisting to develop publications of the Centre;
- drafting and compiling reports of activities carried out by the Centre;
- assisting the co-ordinator in preparing reports about the Centre's work for the European Commission and for the Office for Youth of the Republic of Slovenia;
- assisting the co-ordinator in further developing the priorities and strategy of the Centre.

The main working language of the Centre is English.



Regular travel to countries of the Western Balkans and occasional travel to other European countries will be required, as well as occasional work on weekends.

Requirements

- Higher education diploma or, exceptionally, equivalent relevant professional work experience.
- Very good written and spoken knowledge of English. Knowledge of other languages, in particular those of the Balkan countries, are an asset.
- Experience in organising activities in the frame of non-formal education.
- Experience and interest in working with South East Europe.
- Experience in dealing with administrative procedures (related to financial procedures, reporting etc.).
- Good communication skills and the ability to work in a multicultural environment.
- The capacity and motivation to take on diverse tasks, including working with people from different backgrounds, organising activities, drafting texts and administrative office work.

Duration of employment

The successful candidate will be offered a contract for full time employment starting between 1 and 15 September 2004 until 31 December 2004, with the possibility of prolongation for 2005 and 2006.

The gross monthly salary will be between 355.000 SIT (ca 1.485 €) and 470.000 SIT (ca 1.960 €) depending on the level of education and previous experience. This gross salary translates into a net salary of 1.020 € - 1255 € monthly, pending on the individual situation.

Application procedure

The post is open to candidates coming from countries that are members of the European Commission's YOUTH programme and from "third countries" in South East Europe (Albania, Bosnia and Herzegovina, Croatia, FYRO Macedonia and Serbia and Montenegro including UNMIK AP Kosovo).

Applications must be written in English and include a CV with a photo of the candidate, indicating relevant educational and professional work experience, as well as a letter of motivation.

Applications must be sent by post to SALTO-YOUTH South East Europe Resource Centre, MOVIT NA MLADINA, Trg MDB 12, SI - 1000 Ljubljana, Slovenia and arrive by **24 June 2004**.

Letters must be marked with "Job vacancy SEE RC"

For more information please contact Sonja Mitter, co-ordinator of the SALTO SEE RC at: telephone: +386 1 42 65 269, fax: +386 1 42 68 558, sonja.mitter@mladina.movit.si.

Relevant web sites for more information: <http://www.salto-youth.net>, <http://www.salto-youth.net/see>, <http://europa.eu.int/comm/youth/>

SALTO stands for Support, Advanced Learning and Training Opportunities within the YOUTH programme.

Ljubljana, 27 May 2004

Janez Škulj

Director
MOVIT NA MLADINA