

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

JOB TITLE: VOCATIONAL EDUCATION AND TRAINING COORDINATOR

EMPLOYMENT RATE: 100%

FOR THE EDUCATION FOR EMPLOYMENT PROJECT

The Education for Employment in North Macedonia (E4E@mk) project is funded by the Swiss Development Agency (SDC). Main goal of the project is that young women and men gain decent employment due to market-oriented skills. This will be achieved through a) improving the Vocational Education and Training (VET) system, and b) increasing the involvement/ of companies and business support organisations to ensure the market-relevance of VET. The project is currently in its second phase which will end in June 2026. An additional exit phase is intended.

BACKGROUND

The Ministry of Education and Science (MoES) is implementing the Reform Agenda (Growth Plan) 2025–2027, with a focus on enhancing human capital through education and skills development.

The Ministry is seeking to strengthen its internal capacities by appointing a dedicated VET Coordinator to support the planning, coordination, and implementation of VET-related reforms and to contribute to achieving Reform Agenda indicators. Within Policy Area 3: Human Capital, Sub-Area 3.1: Education Skills, the VET Coordinator will play a key role in supporting the horizontal implementation of reforms, particularly in VET.

MAIN TASKS AND RESPONSIBILITIES

The VET Coordinator will provide professional expertise and operational support to the MoES in planning, coordination, and implementation of reforms under Sub-Area 3.1, with a special focus on:

- **3.1.1:** Reinforce the education system to address the skills mismatch, increase access to and quality of VET, and improve access to work-based learning and dual education (including private sector involvement).
- **3.1.3:** Improve and ensure the quality of secondary and higher education.
- **3.1.4:** Ensure an effective, coherent, and inclusive digital transformation of education by integrating improved digital skills in the country.
- Support the planning and coordination of all VET-related reforms under the Reform Agenda 2025–2027.
- Assist in aligning the implementation of reforms with key national indicators and international commitments.
- Facilitate cross-departmental collaboration within the Ministry and coordination with key stakeholders (e.g., private sector, VET centers, donor agencies, etc.).
- Support the establishment and operationalization of new Regional VET Centers, including infrastructure, curricula, staffing, and equipment needs.
- Contribute to the implementation of the new financing methodology for secondary VET education and budgeting processes.

- Promote and track progress on work-based learning and dual education, including private sector participation and student engagement.
- Ensure effective monitoring and reporting on VET-related indicators within the Reform Agenda.
- Contribute to capacity building of VET educators, including continuous professional development programs aligned with digital and emerging skills.
- Support the development of new VET programs and ensure inclusive access for both male and female students.
- Provides technical input for policy development, capacity building, and stakeholder engagement.
- Assists E4E@MK in their regular review, planning, and reporting activities.

EDUCATION AND EXPERIENCE

- University degree in Education, Social Sciences, Economics, or related field.
- At least 5 years of experience in VET policy development, education reform, or project coordination.
- Proven knowledge of the VET system in North Macedonia and relevant reforms.
- Strong understanding of labor market needs and skills development frameworks.
- Excellent project management and stakeholder coordination skills.
- Strong analytical, writing, and communication skills (in Macedonian and English).
- Familiarity with the Reform Agenda, dual education concepts, and work-based learning models.
- Experience in donor-funded projects (especially EU or Swiss-funded initiatives) will be considered an asset.

COMPETENCIES AND SKILLS

- High ability to facilitate teams and networks.
- Strong analytical and management skills.
- Good team player with an 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.

REPORTING AND SUPERVISION

Working Arrangements:

- The Coordinator will be based in the Ministry of Education and Science in Skopje.
- Organizationally, the VET Coordinator will report to the Team Leader of the E4E Project.
- Operationally, the VET Coordinator will report to the Reform Agenda Main Coordinator and the Head of Department for Secondary Education.
- Close collaboration with the E4E Project team, Swiss Embassy, and other technical partners.

The position is currently offered till the end of June 2026. A possible extension depends on the needs of the MoES and the continuation of the E4E project after June 2026.

APPLICATION INSTRUCTIONS

Interested applicants are requested to send their CV and a Motivation Letter in English to:

e4equotations@helvetas.org

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

Deadline for applications: **04.06.2025.**