



Facilitator – organizer of specific parts of the “WeLead” regional educational program for young leaders in public sector (m/f)

The CEF (www.cef-see.org) is an international organization based in Ljubljana, Slovenia.

We support capacity development of public officials and their institutions in South East Europe through learning and knowledge sharing. We are a leader in applying people-centered learning approaches and holding the know-how of becoming and being a learning organization. We primarily serve ministries of finance, tax administrations, and central banks in Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Kosovo, Moldova, Montenegro, North Macedonia, Romania, Serbia, Slovenia, and Türkiye.

Job purpose

We are a team of experts from diverse backgrounds, including both Slovenian and international professionals. We would like to welcome a new colleague to support the implementation of the [»WeLead: EU Scheme for Young Professionals in the Western Balkans«](#) project. The project gives an opportunity to young leaders from the region to attend an one-year educational program and develop different competencies needed for effective leadership in public segment. It also creates vast opportunities of networking among the students and trainers coming from different countries.

The project contributes to good neighborly relations and the advancement of the EU integration process in the Western Balkans. It aims to encourage young professionals to step out as emerging leaders of ideas, people, and reforms. Various project activities will i) improve knowledge and experience of the EU accession process acquired by the next generation of public administrators and policymakers in the Western Balkans and ii) enhance a stronger professional network between young civil servants and between administrations.

The role of a Facilitator involves taking on a diverse range of responsibilities, which include recruiting candidates for project participation, working closely with lecturers to implement training modules, and coordinating the planning, organization, and execution of study visits to various institutions.

Duties and responsibilities

- Promoting the project and its program within eligible beneficiary institutions and encouraging them to nominate and endorse candidates for participation in the project.
- Participating in the recruitment committee tasked with identifying and selecting suitable candidates for project activities.
- Designing and delivering interactive, experiential knowledge sharing sessions on selected topics, offered in both in-person and online formats.
- Delivering lectures and working alongside guest speakers to tailor content and content and focus of the lecture.
- Developing and implementing plans for study visits, which involve trips to institutions such as the OECD, UNESCO, and other international organizations, as well as to public institutions throughout the Western Balkans. These visits offer participants practical experience and insights into areas like public sector innovation, EU integration, and related subjects.
- Accompanying project beneficiaries on study visits and ensuring the smooth execution of activities during the visit.
- Regular monthly monitoring of KPIs, analysis, and reporting.

Desired skills and experience

We are eager for you to bring the following qualities and skills to the role to the fullest extent:

- Passion and deep understanding of leadership and management topics
- Experience in implementing training and learning processes
- Enjoy working independently and proactively in a dynamic team
- Proficiency in drafting project tenders and reports
- Organizational skills
- Experience in project management
- Demonstrated commitment to ongoing learning and continuous improvement
- Enjoy working in an international environment and understand cultural diversity
- Can work under tight schedules, and meet deadlines while delivering outputs of the expected quality
- Recognizes the importance of the financial, time, and content-related aspects of the project
- Willingness to travel a few days/weeks every two months
- Interest in working with the public sector or non-governmental organizations (NGOs)
- Excellent command of spoken and written English, coupled with fluency in one language spoken in the Western Balkans region.

We invite you to accept the challenge of working in an international environment. A selected candidate will work evenly between the CEF headquarters in the heart of Ljubljana and remotely from home. The team and the manager offer new employees support and empowerment in the truest sense of the word. All this will give you the possibility and opportunity for your personal and career growth. Each day at CEF will be unique, and if this resonates with you, we encourage you to contact us.

If have experience in designing and delivering workshops and other learning events, a lot of energy and ideas, and would like to join a project team that recruits and trains young public sector leaders internationally, you are invited to apply by sending your CV together with a cover letter in English to: pisarna@trescon.si (code: d.m. 5081).