



Vacancy Announcement

Junior Non-Key Expert for Training Needs Assessment

The Preparation for Sectoral Operational Programme 2024–2027 Employment and Social Inclusion project (IPA III), implemented by a consortium led by WYG Consulting Ltd., is seeking a Junior Non-Key Expert (JNKE) to support the project team in carrying out a structured and evidence-based Training Needs Analysis (TNA) across all relevant stakeholder groups involved in the ESP sector.

Key Responsibilities

- Review and revise existing relevant stakeholders mapping report of public institutions, social partners, CSOs, ESP service providers, etc and collect baseline information on their roles and responsibilities.
- Collect and organise quantitative and qualitative data relevant to institutional capacities, staffing profiles, service delivery challenges, and regulatory requirements.
- Analyse skill gaps by comparing current competencies with required competencies for effective ESP service delivery.
- Assist project team in drafting consultation summaries, feedback and follow up documentation in order to ensure that stakeholder input is systematically captured and used in programme design, implementation, monitoring and review.

Under the guidance of TL and KE2: Expert in labour market:

- Design data-collection tools (questionnaires, interview guides, consultation templates) and conduct structured consultations with stakeholders to gather information on existing skills, capacity gaps, operational challenges, and training need
- Identify priority training areas for each stakeholder group, considering relevance, urgency, and alignment with project objectives.
- Develop Training Needs Analysis Report, including summaries, tables, and recommendations.

Requirements

- University degree (where a degree has been awarded on completion of four years study in a university or equivalent institution) in social science, economics, public administration, or another field relevant to this ToR.
- Minimum 5 years of professional experience in the areas relevant to the project
- At least 3 years of relevant experience with a proven professional record of knowledge and experience in projects related to training needs assessments, capacity building, HR





development, or organisational analysis and/or labour market programmes, social services, or public sector reform

- Excellent command of English; knowledge of the local language is an asset.

Assignment Details

- Period: September 2026 – April 2029
- Working days: 20

How to Apply

Interested candidates should submit their CV in EU format in English by email to: projectmne@wyg-ta.eu no later than 20th August 2026, titled: "Application for the position – JNKE for Training Needs Assessment".

Attachment: Terms of Reference (ToR) of the Position

