



REPUBLIC OF SERBIA
MINISTRY OF EUROPEAN INTEGRATION

MINISTRY OF FINANCE
Department for Contracting and Financing
of EU Funded Programmes



This project financed by the
European Union

Support to participation in EU Programmes - Serbia

21.05.2019

REQUEST FORM FOR APPROVAL OF NKE NO: 09

Proposed position	Senior Non-Key Expert (SNKE)
Main area of expertise	Web Design and coding Expert
Name of the proposed Expert	NN
Specific details of the assignment to be undertaken (in detail)	<p>Activities</p> <p>Task 3.2.1. Developing Webpages</p> <p>Under the following activities the Senior Non-Key Expert (SNKE) will undertake together with the Communication Expert the following tasks</p> <ul style="list-style-type: none"> • Prepare a Web Site concept as a sub Page on the EIC main page • Develop banners and link badges • Set up the webpage • Interlink project tools like (NCP platform, E-learning platform, matchmaking tool) • Editing of NCP profiles • Conduct a training for the Communication expert how to use the CMS • Support Project Team in updating website
Profile of the expert	<p>For this task, a Senior Non-Key Expert (SNKE) will be recruited with the following requirements:</p> <p><u>Qualifications and Skills:</u></p> <ul style="list-style-type: none"> - Higher Education IT, mangement or related field - Fluent in English (oral / written)



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	<p><u>General Professional Experience:</u></p> <ul style="list-style-type: none"> - 8 years but preferable 10 years of general professional experience <p><u>Professional Experience (in the relevant field):</u></p> <ul style="list-style-type: none"> - Experience with web bases CMS - Experience in web content editing - Experience with EU funded projects - Experience with EIC website preferred - Experience in training delivery - Good Reporting skills 	
Expected Outputs	<ul style="list-style-type: none"> • Web Site concept • Web site in operation according to specifications • MoM from meetings with EIC • Mission report 	
Working days allocated to the specific assignment	Currently requested	Previously approved for this Expert under this activity
	10	0
Period of performance	From: 17.06.2019	To: 31.12.2020
Place of posting	The Mission location will be in Belgrade, Republic of Serbia.	
Procedure for application:	Interested candidates should submit their CVs and Working Certificates to the Project Administrator: Aleksandra Sljivic on email: a.sljivic@idi.ie until 21 June 2019 .	