

JOB DESCRIPTION

Post: Local Agent, post no. 37141

Grade: Group I

Section: Operations II Section - EU Delegation to Serbia

Job title: Project Officer for EU policies - Education and Social Policy

1) Job contents

Under the supervision of immediate Superior/Team Leader, he/she will manage and monitor EU programmes/projects and their implementation, ensuring maximum impact to support the EU membership preparation of the Republic of Serbia.

2) Functions and duties

Sector analysis, strategy formulation and programming:

- Provide advice and report to the hierarchy on the areas under the competence of the section and report on the implementation of tasks assigned;
- Support policy dialogue and maintain contacts with all relevant ministries, agencies, donors and other significant stakeholders in all areas of concern;
- Contribute to sector analysis and to all relevant activities under the Instrument of Pre-accession Assistance (IPA);
- Act as main responsible person/contact point for the chapter on Education and Culture – Chapter 26.

Project cycle management:

- Initiate and process all aspects of the procurement process: drafting Terms of Reference, launching tenders, evaluation of bids, preparing contracting file;
- Manage and process all aspects of the financial circuit including payment requests from contractors, consultants and national authorities;
- Monitor ongoing projects including on-the-spot checks, attend management and monitoring meetings, elaborate progress report on projects and propose action if and when needed;
- Support and implement all other modalities necessary for the implementation of financial assistance.

Communication:

- Contributing regularly and timely to the EU Delegation's report to the Headquarters on sector issues as well as to any specific requests;
- Produce and disseminate results of projects from workshops, seminars, conferences and other public events, contributing to the achievement of the Delegation's objectives for the visibility of EU activities in the country;
- Monitor and report on sector issues to Team Leader;
- Ensure that projects receive adequate visibility;
- Write briefings and speeches as required.

3) Job Requirements

Formal education:

- Completed university studies of at least three years duration attested by a diploma.

Professional experience:

- Minimum three years of professional experience in Education and Social Policy/five years of experience would be an advantage;
- Experience in the EU external aid programmes as well as in Education and Social Policy areas would be a major asset.

Languages:

- Excellent knowledge of English, including excellent written and verbal skills.

Information technology:

- Excellent command of Microsoft Office tools (word, excel, power point).

4) Personal competencies

The candidate must:

- Be flexible to work under pressure and to respond quickly to new demands;
- Be committed to ensure quality and accuracy in performing his/her advisory tasks;
- Have strong communication and interpersonal skills;
- Have high ethical standards, including responsibility and discretion, and adherence to procedures. Hence, the selected candidate will have to sign a statement of confidentiality and absence of Conflict of Interest for every file under his/her review and evaluation at which he/she has been present.

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