



JOB DESCRIPTION

Job title: Temporary Project Officer – Employment policy

Post type: Local Agent-Temporary Worker

Grade: Group 1

Section: Operations 2

1. Job contents

Under the supervision of the Head of Section, he/she will ensure effective and efficient programming and implementation of financial assistance and support the EU membership preparation of Serbia in the field of employment.

2. Functions and duties

POLICY ANALYSIS – Sector analysis, strategy formulation and programming

- Provide advice and report to the management on the areas under the competence of the section and report on the implementation of tasks assigned
- Support policy dialogue with all relevant ministries, agencies, donors and other relevant stakeholders in all areas of concern
- Contribute to sector analysis and to the programming of activities under the Instrument for Pre-accession Assistance (IPA).
- Contribute to the programming, identification and appraisal in close cooperation with the beneficiary institutions in the country, if and when such programmes are decided in the programming process

PROGRAM AND PROCESS MANAGEMENT – Project Cycle management

- Initiate and process all aspects of the procurement process drafting Terms of Reference, launching tenders, evaluating the bids, preparing the contracting file
- Encode contracts and give an "operational visa"
- Monitor ongoing projects including on-the-spot checks, attend management and monitoring meetings, elaborate progress report on projects and propose action
- Provide 'Certified correct' for payments
- Maintain contacts with other donors active in the country

COORDINATION and COMMUNICATION – reporting and communicating

- Monitor and report on sector issues
- Contribute regularly and timely to the Delegation's reporting
- "Within the framework of the Staff Regulation, to carry out tasks linked to the job description as instructed by his/her superior(s)" whenever applicable.
- Produce and disseminate the results of projects at workshops, seminars, conferences and other public events
- Ensure that projects receive adequate visibility
- Extract and disseminate “best practice” and facilitate exchange of experiences
- Write briefings and speeches as required

3) Job requirements

Academic background: completed University degree in politics, law, international relations, journalism or social sciences.

Professional experience: at least five years of active professional experience in the required field. Experience in EU related activities in Serbia would be an asset.

Information technology: candidate must have a very good knowledge of Microsoft Office (word, excel, power point).

Languages: excellent knowledge of English and Serbian, including excellent written and verbal skills required.

4) Personal competencies

The candidate must:

- Have a self-motivating attitude and be pro-active in following the assigned portfolio and performance
- Be flexible to work under pressure and to respond quickly to new demands.
- Be committed to assure quality and accuracy in performing his/her tasks.
- Have high ethical standards, including responsibility and discretion, and adherence to procedures. Hence, the person will have to sign a statement of confidentiality and absence of Conflict of Interests for every file under his/her review and evaluation at which he/she has been present.