



Title: **OFFICE MANAGER**

Project name: **Prevention and Fight against corruption**

Donor: **European Commission, IPA 2013 National Programme for Serbia**

Contract type: **Individual**

Duration: **12 months**

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Background of the Project:

- a. **Overall objective:** Improve overall efficiency in fight against corruption and reduce all form of corruption
- b. **Purpose:** To strengthen national mechanisms for prevention and fight against corruption in accordance with the National Anti-Corruption Strategy and Action Plan for the Action Plan for Chapter 23.

Expected results:

Result 1: Strengthened transparency, efficiency and coordination of anti-corruption institutions and policies in the area of prevention and fight against corruption as envisaged by the National Anti-Corruption Strategy and Action Plan and the Action Plan for Chapter 23.

Result 2: Strengthened capacities for prevention of corruption in line with the Strategy and Action Plan and the recommendations of the Action Plan for Chapter 23.

Result 3: Strengthened capacities for repression of corruption by improving quality of investigation, prosecution and trial of corruption-related cases in line with the Strategy and Action Plan and the recommendations of the Action Plan for Chapter 23, as well as with the Financial Investigation Strategy and the newly adopted "*Law on organisation and jurisdiction of government authorities in suppression of organized crime, terrorism and corruption*".



Description of responsibilities

The Office Manager's main task is to support the project team by running the project office and acting as assistant to the Team Leader, Key Expert 2 and Project Manager through:

- Ensuring operational coordination between the project office, Contracting Authority and the Beneficiaries;
- Administrational and logistical support to the project staff (key experts, short and long term experts, translators, etc.) for the smooth running of the project;
- Organisation of all project events and training (renting venues, catering, travel etc.);
- Maintaining office accounts under the supervision of Team Leader and Project Manager and being first level of control of expenses and incidental expenditures of the project;
- Translation and interpretation when required;
- General clerical functions (e.g. scheduling, keeping meeting minutes, formatting documents, copying, faxing, mailings, data entry, filing, etc.);
- Maintaining office equipment and control of office supplies;
- Other tasks as appropriate;

Competencies

- Full computer literacy
- Demonstrates strong analytical skills
- Evidence of knowledge management skills
- Demonstrates strong oral and especially strong written communication skills

Qualifications

- University degree
- At least 3 years of experience in office management, administration and/or HRM gained on at least 2 international projects or international operations
- Fluency in English is a must and an ability to work in a translation or interpreting role is also essential
- Experience working with international contacts or staff will be an advantage
- Excellent accounting and financial management skills
- Experience with all forms of office equipment

Application

* apply via e-mail to **stevan.stepanovic@pwc.com**

**include supporting documents for relevant experience stated in your CV

***Please note that only short-listed candidates will be contacted