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The vacancy is open only for persons with citizenship of the Republic of Serbia.  These are extra-budgetary positions subject to the availability of funds. The incumbent will work on the EU-funded project "Technical Assistance for the Implementation of the Government of Serbia's Sector Fiche Social Development (measure 5) for the Realisation of the Strategy for Roma Inclusion", which is placed within the Democratization Department.  One of the positions is for a fixed-term period of 10 months, whereas the other position is for a one-year appointment, renewable annually until the end of the Project (20 June 2015). Both appointments are subject to satisfactory completion of a 6-month probationary period. The two posts are as follows:   1. Senior Project Assistant (Assessment of Housing Settlements/Sites) - for 10 months, 2. Senior Project Assistant (Legislation of Roma Settlements) - until the end of the Project.   **Candidates will be considered for both positions, unless the cover letter in the application form indicates otherwise.** | |  |  |  | | Tasks and Responsibilities | https://employment.osce.org/OA_HTML/cabo/images/t.gif |  | |  |  |  | |  |  | The incumbents will perform the following duties:   1. Carry out a range of tasks as they relate to the Project, such as needs assessments, field visits to Roma communities, capacity building of Roma NGOs and/or enterprises, workshops, conferences, training etc.; 2. Assist in Project administration, including monitoring of expenditure of Project funds; 3. Conduct research and monitors relevant developments in the field of Roma inclusion, such as access of Roma to Basic rights, co-operation and networking of local social services, involvement of Roma in civil society, inclusive education, housing conditions and situation in informal Roma settlements; 4. Based on research findings, collate relevant data and information and make recommendations, including identification and reporting on budgetary implications of any proposed changes; 5. Prepare background notes, sport and activity reports; Maintain and keep current registers and control plans; Prepare written updates thereof; Contribute to the preparation of briefing papers, interim and final reports and annual Project evaluation reports; Contribute to the bi-weekly Mission activity report; 6. Maintain regular contact with implementing partners, consultants and other service providers, provide input and guidance, and confirm the attainment of outputs; Maintain communication with external partners; 7. Perform clerical duties in support of Project implementation, such as keeping minutes and notes to file or action points, scheduling appointments and meetings, maintaining the filing system and lists of contacts; 8. Translate written material to and from English; Provide consecutive interpretation at meetings and other events, when needed; 9. Perform other duties as required. | |  |  |  | | Necessary Qualifications | https://employment.osce.org/OA_HTML/cabo/images/t.gif |  | |  |  |  | |  |  | * Citizenship of the Republic of Serbia; * Secondary education supplemented by post-secondary studies or training in social studies, education, political studies, public administration or human rights; * Minimum six years of relevant working experience, preferably in an international environment; * Previous experience in project management, implementation or evaluation; * Knowledge of office management, record-keeping and/or information-processing; * Excellent knowledge and understanding of the current social and political situation in Serbia and the region; * Excellent written and oral communication skills in English and the local language; * Computer literate with practical experience in Microsoft packages; * Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities; * Ability to work with people of different nationalities, religions and cultural backgrounds. | |  |  |  | | Remuneration Package | https://employment.osce.org/OA_HTML/cabo/images/t.gif |  | |  |  |  | |  |  | **The post working on Assessment of Housing Settlements/Sites is for a fixed-term period of 10 months, whereas the post working on Legalisation of Roma Settlements is for a one-year appointment, renewable annually until the end of the Project (20 June 2015).** Both appointments are subject to satisfactory completion of a 6-month probationary period.  **Candidates will be considered for both positions, unless the cover letter in the application form indicates otherwise.**  Appointments are normally made at Step 1 of the applicable salary scales.  Monthly remuneration, subject to social security deductions, is EUR 1,578.00. Social benefits will include participation in the Vanbreda medical insurance and the OSCE Provident Fund.  The OSCE retains the discretion to re-advertise the vacancy, cancel the recruitment, offer an appointment at a lower grade or offer an appointment with a modified job description or for a different duration. | |  |  |  | | How To Apply | https://employment.osce.org/OA_HTML/cabo/images/t.gif |  | |  |  |  | |  |  | Please apply online through this website ([www.osce.org/employment](http://www.osce.org/employment)) no later than 29 September 2013. Only online applications will be considered; applications received by email, post etc. will not be accepted.  Only short-listed candidates will be contacted. Candidates who have not been contacted by 31 October 2013 should consider there will be no follow up to their application.  Contact Tel. No: 011-3606 100, ext.: 4133, 4130, 4157, 4153 (Human Resources Office) | |  |  |  | |  |  |  | |  |  |  | | | |



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