



## PAR Visibility and Communication Project

This project is funded by the European Union



**EU funded project:**  
**Support to Public Administration Reform Visibility and Communication under the PAR**  
**Sector Reform Contract**  
(EuropeAid/138101/DH/SER/RS)

### Job Profiles and requirements for the Creation of a pool of experts

#### Contents

|  |          |
|--|----------|
| <b>SNKE: SENIOR PAR AND TRAINING EXPERT(S) .....</b> | <b>3</b> |
| <b>SNKE: SENIOR TRAINER(S).....</b>                  | <b>4</b> |
| <b>JNKE: JUNIOR PAR EXPERT .....</b>                 | <b>5</b> |



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### 1. Background Information

The V&C project aims to contribute to Public Administration Reform (PAR) of the Government of the Republic of Serbia. It implements the Sector Reform Contract (SRC) through strengthening national capacities to communicate the need for and the benefits of PAR. In this context, it supports the Government in pursuing visibility and communication related to the PAR and Public Finance Management (PFM) reform agendas in general, and the SRC intervention in particular, through three interlinked components:

1. Awareness and visibility of the PAR and PFM process
2. Awareness of EU support to the PAR process and benefits for the citizens which the PAR process brings within the EU integration process
3. Communication capacities of the Ministry for Public Administration and Local Self-Government (MPALSG), the Ministry of Finance (MoF) and other public administration bodies

### 2. General information regarding the positions

The experts will, if selected, be part of a pool of experts which will exist during the full duration of the project i.e. up to 31 January 2021.

During that period they can be asked to apply for one or more of the specific non key expert positions that are related to specific project activities. The project team will distribute ToRs that are related to those activities amongst the applicants, approved for specific profile, and from them, the final selection will be made.



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### SNKE: Senior PAR and Training Expert(s)

#### *Qualifications and skills*

- University degree in a relevant field – public administration, political sciences, economics, management, law, social sciences etc. or equivalent 12 years of relevant professional experience following secondary education;
- A Master/PhD in above mentioned disciplines is an advantage
- Excellent communication, reporting and teamwork skills
- Fluency in written and spoken English
- Computer literacy

#### *General professional experience:*

- A minimum of 5 years, but preferably 7 years of experience in analysis and/or formulation and/or implementation and/or monitoring and evaluation of public policies

#### *Specific professional experience:*

- Minimum three (3) years of relevant professional experience in working with the public sector (including senior expert positions on projects for public institutions);
- Proven experience in drafting reports, analyses and/or policy review/research papers related to public administration reform in Serbia
- Experience as trainer - conducting and facilitating training workshops in the public sector, preferably related to public administration reform would be considered an advantage
- Experience in development of curricula, training modules, training materials for civil servants
- Experience in designing learning and developmental strategies for individuals and groups in public sector is an advantage



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### SNKE: Senior Trainer(s)

#### *Qualifications and skills*

- University degree in a relevant field – social sciences; political sciences; public or business administration, economics, journalism; public relations; law or equivalent 12 years of relevant professional experience following secondary education;
- A Master/PhD in above mentioned disciplines is an advantage
- Excellent communication, reporting and teamwork skills
- Excellent writing and editing skills in Serbian and English
- Computer literacy

#### *General professional experience:*

- A minimum of 5 years, but preferably 7 years of experience in the following fields: public relations, public communication, promotion, public administration reform (including e-government, local government, PFM, regulatory Reform), human resources management in administration or similar fields

#### *Specific Professional Experience*

- Experience of at least five (5) work assignments in design and/or delivery of training activities for public administration in any of the relevant fields listed above
- Proven solid experience in development of curricula, training modules, training materials
- Previous experience of working with National Academy for Public Administration Republic of Serbia will be considered a distinct advantage
- Experience with the Serbian public sector, especially with public administration reform, would be considered an advantage.



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### JNKE: Junior PAR Expert

#### *Qualifications and skills*

- University degree in relevant fields (preferably in political sciences; public administration; management; economics; law or similar) or equivalent 6 years of relevant professional experience following secondary education
- Excellent communication, reporting and teamwork skills
- Excellent drafting skills in Serbian and English and ability to express him/herself clearly and concisely
- Computer literacy

#### *General professional experience:*

- A minimum of 2 years, but preferably 5 years of experience in one of the following areas (or similar): public administration reform, policy research and/or development, public service delivery, Human Resources Management and/or other similar areas for the civil service/public sector

#### *Specific professional experience:*

- Minimum two (2) years of relevant professional experience in working with the public administration in the relevant field.
- Experience in working with Local Self-Government units
- Experience in working on PAR projects would be considered a distinct advantage