

Local Coordinator in Serbia for the IPA CARE Programme

Background

The Swedish Civil Contingencies Agency (MSB) is looking for an individual to provide the services of a consultant in the role of Local Coordinator. The incumbent will be contracted on consultancy basis for the period of 12 months, from October 2024 to September 2025 for the EU funded IPA CARE Programme.

"Capacity for Risk Management of Earthquakes and Health Emergencies – IPA CARE" is an EU funded (12,8 Million EUR) capacity development Programme running from March 2023 to February 2029. Partners include Albania, Bosnia and Hercegovina, Kosovo*, North Macedonia, Montenegro, Serbia and Türkiye. The overall aim is to contribute to increased resilience in the region of Western Balkan and Türkiye, in particular to earthquakes and health emergencies. Specific objectives include:

- Enhanced institutional and legal framework and capacities on disaster risk reduction related in particular to earthquakes and health emergencies.
- Increased prevention, preparedness and response capabilities at regional, cross border and local levels.
- Increased participation in and cooperation with the EU Civil Protection Mechanism (UCPM), including regional cross-border cooperation.

Target groups of the Programme are civil protection agencies and relevant national agencies, institutions or organisations on seismic risks or health emergencies. The implementing consortium is led by MSB as coordinator and include civil protection authorities from Italy, Croatia and Romania, as well as research institutes.

Duties

The Local Coordinator will be based in Serbia and work under the direct supervision of the IPA CARE Team Leader.

Tasks include:

- Provide technical support to the Team Leader and Programme experts. Ensuring administration procedures and documentation are followed according to IPA CARE Programme guidelines.
- Assisting in the logistical arrangements of experts' missions, assisting and supporting the logistics of deliveries of material, assisting in trainings, seminars, workshops, and other Programme events taking place in the area where the local coordinator is based e.g., booking of accommodation, venue, catering etc.
- Provide administrative and logistical support to procurement processes in partner countries, developing and maintaining close working contacts and relationships between the Programme management team and other stakeholders and cross functional counterparts to align procurement activities.
- Communicate with local stakeholders in Serbian when needed, informal translation of shorter texts such as emails, meeting notes, etc.
- Drafting and editing meeting minutes, work plans and other relevant documents.
- Draft and disseminate communication materials for social media and other visibility platforms in close collaboration with Team Leader.

* The designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

- Participate in meetings with Team Leader, and perform other tasks assigned by the Team Leader as required.
- Inform the IPA CARE Team Leader of possible synergies with other ongoing national and international initiatives in Serbia and in the region of Western Balkans and Türkiye.

Knowledge and Experience

A successful candidate for this position is expected to possess:

- At least 3 years of relevant working experience, preferably in roles of a logistical officer, administrative officer, focal point, project coordinator or similar.
- Strong communication skills with experience of using digital tools for communication purposes (Social media platforms, Zoom etc.)
- Strong computer skills with experience of using MS Office tools (Word, Excel, Power Point etc.).
- Structured approach when it comes to working method, strong administrative skills.
- Experience of working in the field of Civil Protection, especially trainings and exercises, is an asset.
- Experience of working with volunteering organization and/or Civil Society or organizations involved in Civil Protection initiatives in Western Balkan is an advantage.

Education

University degree in administration, economics, social sciences or other relevant academic field or equivalent working experience in field relevant for the position.

Languages

- Proficiency written and spoken English.
- Proficient in the Serbian language.

Profile

It is of utmost priority that the consultant understands, respects and acts in the spirit of the mandate and core values of the EU and MSB. The consultant must possess a high level of professional and personal maturity, especially in relation to the conflict sensitivity in the region. An ability to establish and maintain effective working relationships with the IPA CARE Team Leader, Programme management, Partner organisations, experts as well as external partners is requested.

The consultant enjoys working in a multi-cultural environment, demonstrates initiative, is flexible, solution-oriented and feels comfortable working in a high-pace working environment. Personal characteristics will be of value for the position. Social qualities such as responsive communication and interpersonal skills are considered an asset for this position, as well as cultural, gender and conflict sensitivity.

Contracting Conditions

Consultancy position, contracting on a basis of a service contract. The candidate must have a status of self-employed/legal entity. It will be his/her sole responsibility to comply with all legal requirements for self-employment as well as to cover all related taxes, charges including insurance.

Working period: October 2024 –September 2025 (exact dates to be decided).

The work load will fluctuate monthly, corresponding to between 25 and 50% of a full-time position on a monthly basis, not exceeding a total of 120 working days over 12 months. The consultant will structure his/her work into working days and be paid for reported working days. He/she will be remunerated on a monthly basis according to a fixed daily rate, based on provided time reporting.

Application and selection process

If you are interested in this consultancy assignment, please send us your offer by email to ipacare@msb.se by **6 October 2024**.

The offer should include the following documents:

- CV in English, clearly highlighting relevant knowledge and experience
- Application letter, stating your available starting date
- Proposed daily rate in EUR (1 working day corresponds to 8 working hours)
- Documentation verifying status of the bidder as self-employed/legal status

Only shortlisted candidates will be contacted and invited to interviews digitally via Zoom. She/he and will be asked to provide 2 references, who will be contacted after the interview. If several bidders fulfil the requirements, the final selection will be based on price.

For questions regarding the position, please contact the Programme management at ipacare@msb.se

For contracting conditions, please follow the link:

https://www.ipacare.eu/contentassets/8519008218e843cc8d217c03abde206b/contract-for-the-ipa-care-programme_240828.pdf