

EU SUPPORT TO ACTIVE YOUTH INCLUSION

Vacancy Announcement

Senior Non-Key Finance Expert required for the EU funded project “Technical Assistance to Support Social Inclusion of Youth through Innovative, Integrated and Tailored Services” (EuropeAid/139368/IH/SER/RS)

1. Project Background

The project “**Technical Assistance to Support Social Inclusion of Youth through Innovative, Integrated and Tailored Services**” is funded by the European Union and co-funded by the Government of the Republic of Serbia. The project is managed by the Ministry of Finance – Department for Contracting and Financing of EU Funded Programmes (CFCU) and implemented in Serbia by Eptisa Southeast Europe d.o.o. Main Beneficiary Institutions of the project are the Ministry of Labour, Employment, Veteran and Social Affairs (MoLEVSA), Ministry of Youth and Sports (MoYS) and Ministry of Finance (MoF).

The project aims to increase employment especially of youth through enhancing youth activity, early acquisition of work experience and entrepreneurship practices and activation of social policy and welfare beneficiaries.

The results to be achieved are:

1. Result 1: Beneficiary Institutions and Contracting Authority successfully managed Grant Scheme (“Development of innovative, integrated youth tailored services and active inclusion models”) and increased overall capacities for efficient grant management;
2. Result 2: Capacities of local grant beneficiaries in managing of EU funded projects strengthened;
3. Result 3: Capacities and ownership of relevant ministers and stakeholders for further development of innovative national youth employability and social inclusion policy framework increased.

The project is implemented in the period February 2019 – November 2021.

2. Objectives of assignment

To complement its team of experts for the project, Eptisa Southeast Europe is seeking applications from suitably qualified professionals to support implementation of the project activities by covering Senior Non-Key Finance Expert position. The assignment will contribute to achievement of the project results through provision of the specialized knowledge and support to Ministry of Finance in the area of finance and procurement related to Grant scheme management.

This will be done through provision of advisory and on the job support in performing verification of reports submitted by Grant beneficiaries and preparation of related documents..

Expert will be engaged within the following project activities (with reference to the project ToR):

- Activity 1.1.2 Support to Beneficiary Institutions in preparation for implementation of the On the spot visits;
- Activity 1.1.4 Support to Beneficiary Institutions in assessment of the Interim and Final reports of each Grant contract;
- Activity 1.1.5 Support to Beneficiary Institutions in assessment of request for contract modification;
- Activity 1.2.1 Assessment of the needs of the Beneficiary Institutions for efficient grant management;
- Activity 1.2.2 Development of the capacity building plan and methodology for increasing capacities of the Beneficiary Institutions for efficient grant management;



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- Activity 1.2.3 Conducting of the capacity building programme for the Beneficiary Institutions in line with available human resources and adequate time allocations;
- Overall guidance and support to members of the Project Team in the area of financial and procurement management.

Specific Activities and Outputs

- Provision of support to Beneficiary Institutions in conducting of on the sport checks to Grant beneficiaries after report submission;
- Provision of support to Beneficiary Institutions in assessment of the Interim and Final reports of each Grant contract;
- Provision of support to Beneficiary Institutions in conducting verification of expenses incurred during the reporting period;
- Providing capacity building to Beneficiary Institutions on the matters pertaining to financial management and procurement related aspects of the Grant contracts;
- Provide support to Grant beneficiaries on financial matters;
- Per-request (by Key Experts) provide support in relation to specific financial issues as part of the ongoing technical assistance in implementing the grant scheme supported projects.

3. Expert profile

A Senior Non-Key Expert with the following qualification and skills is required:

Qualifications and Skills

- University degree in Economy, Finance or other relevant field;
- Excellent communication, reporting and teamwork skills;
- Good writing and editing skills in Serbian and English;
- Fluency in written and spoken English;
- Computer literacy.

Professional Experience

- At least 7 of years post-graduate experience in financial management (including financial monitoring, control of cash flow, financial reporting and accounting);
- Previous experience in financial monitoring and management of donor/ EU-funded projects (preferably grant projects);
- Familiarity with national regulations and legal framework on financial management and procurement as well as procedures of the European Union (PRAG).

4. Location and Timing

This assignment shall be implemented in Republic of Serbia, in the tentative period 28 July 2021 to end November 2021. The assignment is foreseen to take up to **60 working days**, subject to extension (in activity scope, time period, and/or duration) as needed by the project.

In case of activities requiring travel and/or stay outside of Belgrade, costs of travel, accommodations and meals will be covered by the project.



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5. Reporting

The expert will be instructed by and reports to Key Experts 1 and 2.

The expert will deliver 1-page monthly reports in English language on every last workday of the month s/he worked. The report will be attached to the expert's draft timesheet.

6. Application

How to apply:

- If your profile matches the criteria listed above, please send your updated EU format CV in English to the following email addresses: info@ukljucivanjempladih.rs and projekti@minrzs.gov.rs
- Email subject: name of the position you are applying for;
- Deadline for submission of applications is **25 July 2020**.

Note: More detailed job description, exact duration (number of working days) and starting date for each position depend on the project needs and will be discussed with the shortlisted candidates only.

Only shortlisted candidates will be contacted and asked to provide corresponding certificates proving their education and professional experience.

Note that civil servants and other staff of the public administration, of the partner country or of international/regional organizations based in the country, can only be approved to work as experts if well justified. The justification should be submitted with the CV and shall prove that the candidate is seconded or on personal leave.