**Expert Position Opportunity**

**1. Position:**

Organisational Expert (Junior Non-Key Expert)

**2. Project title:**

Technical Assistance for the contract “Implementation of Automated Import System (AIS), Automated Export System (AES) and Customs Decision System (CDS)”  
  
**3. Project number:**

NEAR/BEG/2022/EA-RP/0110

**4.** **Reference documents:**

* Terms of Reference of the projects Technical Assistance for the contract “Implementation of Automated Import System (AIS), Automated Export System (AES) and Customs Decision System (CDS)” and project “Implementation of Automated Import System (AIS), Automated Export System (AES) and Customs Decision System (CDS)”;
* Methodology of the Technical Assistance Contractor selected to implement the project: Technical Assistance for the contract ‘’Implementation of Automated Import System (AIS), Automated Export System (AES) and Customs Decision System (CDS)”;
* *Business Plan for Improving the Organization and Operation of the Customs Service of the Ministry of Finance for the Period 2020-2024;*
* MASP (Master Annual Strategic Plan);
* *Law on the planning system;*
* Current organizational structure of CAS;
* CAS strategic documents (Business Strategy, IT Strategy etc.).

**5. Starting date of the assignment:**

April 22, 2024.  
  
**6. Duration of the assignment:**

April 2024 - May 2026.   
  
**7. Project Objectives:**

The overall objective of the project is to continue the process of modernisation of the Customs administration, which will provide access to the common computerised customs systems, as well high-quality services to citizens and business entities following the EU accession process of the Republic of Serbia towards joining the EU.

The expected outputs of this contract are as follows:

* Result 2 - Drafted proposals for legislation changes, instructions, guidelines, rulebooks related to the implementation of AIS, AES and CDS, drafted CAS new organisation structure ready for acceptance, update of the Business strategy and intensified cooperation with the economic operators to support the implementation of AIS, AES and CDS.

**8. Requirements:**

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| Qualification & Skills | * A level of education which corresponds to completed university studies of at least 3 years in Law, Economics or equivalent; * In the absence of formal education, 6 years of professional experience in the field for which the expert is mobilized; * Fluent in English, both written and spoken; * Strong collaboration within a team; * Experience in preparing business strategies and organizational structure recommendations within public/state institutions is considered an advantage; * Knowledge of Serbian language is an asset. |
| General professional experience | Minimum 3 years of professional experience in preparation of strategic documents in the field of business and organizational structure. |
| Specific professional experience | * General knowledge of the customs administration and its organizational structure; * Experience in drafting analyses of organizational structure and recommendation for changes based on the implementation of IT Systems; * Experience in defining business strategies; * Experience in drafting KPIs for implementation of business strategies. |

**9. Area of expertise:**

Participate in the analysis of the current CAS organization / Contribute to the preparation of the needs analysis and best practice paper related to preparation for changes in the CAS organizational structure based on the implementation of the AIS, AES, CDS and subsystems / Contribute to the preparation of Recommendation of the changes in CAS organization to facilitate the implementation of AIS, AES, CDS and subsystems / Take part in updating the current business strategy / Participate in the analysis of the present CAS business objectives, goals, and anticipated results / Take part in interviews with the CAS representatives and collect their responses with regards to the applicable legislation, customs ethics, internal audit, border and inland control, trade facilitation and relationship to business, etc. / Review the *Business Plan for Improving the Organization and Operation of the Customs Service of the Ministry of Finance for the Period 2020-2024*.

**10. Areas of responsibility:**

The expert will work closely with the Project Team and other Project Team Experts, beneficiaries, End Recipient, and stakeholders to ensure the implementation of the activities of the following Project components, on his/her area of expertise:

* Participate in the analyses of the current organizational structure of CAS;
* Participate in the preparation of needs analysis and best practice paper;
* Contribute to the preparation of recommendations for changes in the CAS organizational structure based on the implementation of the AIS, AES, CDS and subsystems;
* Take part in the assessment of the current CAS situation and in the review of its Business Strategy (*Business Plan for Improving the Organization and Operation of the Customs Service of the Ministry of Finance for the Period 2020-2024*);
* Participate in the analysis of the existing KPIs and strategy’s progress in relation to CAS vision and mission;
* Participate in the organisation and realisation of workshops related to the specific areas of the Business Strategy according to ToR;
* Contribute to the preparation of updated KPIs;
* Participate in preparation of the updated Business Strategy;
* Cooperation with the Project Team, CAS representatives and external contractors during the implementation of their tasks.

**11. Related outputs:**

* Analyses of the current organization structure of CAS;
* Needs analysis and best practices paper;
* Recommendations for changes in the CAS organizational structure based on the implementation of the AIS, AES, CDS and subsystems;
* Drafted Business Strategy;
* Mission/Workshops Reports.

**12. Evaluation of work:**

The expert’s performance will be assessed by the project TL, KE 2, SNKE 2 and the Beneficiary’s representative.

**13. General information**

The interested candidates are invited to submit a detailed curriculum vitae by March 22, 2024, via email to the following address [Nadja.Petrovic@rs.ey.com](mailto:Nadja.Petrovic@rs.ey.com). Only shortlisted candidates will be contacted.

**Note that civil servants and other staff of the public administration, of the partner country or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. Experts must be independent and free from conflicts of interest regarding the responsibilities defined in this document.**