**Expert Position Opportunity**

**1. Position:**

IT audit 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)”;
* Methodology of the Software development contractor, selected to implement the project: “Implementation of Automated Import System (AIS), Automated Export System (AES) and Customs Decision System (CDS)”;
* COBIT;
* ITIL;
* ISO 27001:2022.

**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 1 - Drafted quality assurance reports and provided quality assurance services related to the activities of the external contractor(s):
  + Software development contractor, selected to implement the project: “Implementation of Automated Import System (AIS), Automated Export System (AES) and Customs Decision System (CDS)”;
  + Hardware and networking equipment supply contractor, selected to implement the project: Supply contract for the “Implementation of Automated Import System (AIS), Automated Export System (AES) and Customs Decision System (CDS)”;
  + Other contractors, selected by CAS to implement IT projects, financed by the EC programs / funds within the project duration.

**8. Requirements:**

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| --- | --- |
| Qualification & Skills | * A level of education which corresponds to completed university studies of at least 3 years in Information Systems and Technologies or equivalent; * In the absence of formal education, 6 years of professional experience in the field for which the expert is mobilised; * The possession of the COBIT/ITIL/ISO 27001:2022 certificates is considered an advantage; * Fluent in English, both written and spoken; * Strong collaboration within a team; * Knowledge of Serbian language is an asset. |
| General professional experience | Minimum 3 years of professional experience in the field of IT Security and/or IT audit and/or Quality Assurance. |
| Specific professional experience | * Minimum 3 years of experience in providing support to different companies in the field of IT Security and/or IT audit and/or Quality Assurance; * Experience in preparation/implementation of an audit plan: took part in at least 1 project * Experience in preparation/implementation of an IT quality audit and/or an IT security audit: took part in at least 1 project. |

**9. Area of expertise:**

Participated in the performance of quality and security audits, including evaluations of the capability maturity level according to COBIT, ITIL, or any other relevant standards / Prepared an audit plan / Conducted an audit through provision of meetings, interviews, analysis of relevant documentation / Reported on the audit results / Organised a meeting with the audited contractor and the auditor to discuss its position and to agree on an action plan.

**10. Areas of responsibility:**

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

* Participate in the preparation of the audit plan;
* Contribute to determining the objectives of the audit;
* Contribute to determining the material to collect and investigate;
* Contribute to determining the precise agenda of the activities within audit;
* Participate in the conduct of the audit;
* Participate in the conduct of analyses of the relevant documentation;
* Participate in the preparation of report on the audit results;
* Take part in the organisation of meeting with the audited contractor, the auditor and CAS;
* Cooperation with the Project Team, SNKE for IT Security, CAS representatives and external contractors during the implementation of their tasks

**11. Related outputs:**

* Audit plan
* Audit reports
* Mission reports

**12. Evaluation of work:**

The expert’s performance will be assessed by the project TL, KE 2, SNKE 4 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.**