



Project title: E-Business Development in Serbia

The EU-funded project “e-Business Development” and focused on strengthening the competitiveness of Serbian economy, is looking for a non-key Senior Short-Term expert.

Senior Non-Key Short Term Expert in E-Commerce Promotion

Main tasks:

Promote SME e-commerce capacity:

- One e-commerce promotion website linked to the portal of NARD (National Agency for Regional Development)
- E-commerce promotion website documents (technical maintenance, content management documents, yearly financial planning, overall website documents)

Results to be achieved:

- Analysis of organizational requirements and expectations – Ministries, NARD, Regional Development Agencies and SME representative organisations (as applicable)
- Analysis of technical requirements relating to proposed website linked to existing portal
- Development of website documentation proposals and functional specifications
- Development of initial website content proposals (in cooperation with NARD and relevant Project Team members, as applicable).

Note: For more information see the ToR

Number of required experts: One (1) Non-Key Short-Term Senior Expert

Duration of the assignment: Up to a total of 30 working days

Period of assignment: March – April 2015

Place of assignment: Belgrade, Serbia

Working language: English

Requirements for the position

Qualifications and skills



- A bachelor's degree (where a university degree has been awarded on completion of three years study in a university or equivalent institution) in computer science, design, business studies, marketing, or other field relevant to promotion;
- Fluency in English (written and spoken);
- Excellent web-authoring, design and/or development skills
- Excellent communication, analytical, report writing and presentation skills.

General professional experience

- Minimum 8 years, preferably 10 years, of post-graduate professional experience in the areas of ICT, web design and/or development, e-business and/or e-commerce

Specific professional experience

- Minimum 5 years, preferably 10 years, of post-graduate experience relevant to e-business/e-commerce promotion;
- Proven experience with website development
- Proven experience with development of website technical documentation (technical maintenance, content management, financial planning)

Further requirements:

- The selected expert is not a Civil Servant or other staff of the public administration of the beneficiary country;

The deadline for application is:

27th February 2015

Only short-listed applicants will be contacted.

Please submit the application: CV (EU format), relevant diplomas and employment certificates by email to:

Ms Sarah Shreeves, Exemplas Ltd., Sarahs@exemplas.com

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