

Delegation of the European Commission to the Republic of Serbia

Post: Local Staff
Grade: Group I
Post Number:
Section: OPERATIONS II
Start Date: approx. 1st March 2011
Job title: Task officer
Job title suffix: Operations

Trade and related Issues

1) Job definition: To advise and manage, under the supervision of the Head of Section or other designated agent, the implementation of the assistance and of financial and technical cooperation with third countries in the field of TRADE AND RELATED ISSUES. (like standardization, accreditation, methodology, competence, consumer protection, intellectual propriety, etc.) To assist the Head of Section in co-ordinating the sub-section's activities, where required.

To back up and replace colleagues when needed.

2) Functions and duties:

a) Sector analysis, strategy formulation and programming

Support policy dialogue with all relevant ministries, agencies, donors and other relevant stakeholders in all areas of concern.

Contribute to sector analysis and to the definition of a sector strategy for the European Community, e.g.: Country Strategic Paper (CSP), Multi Annual National Indicative Planning Document (MIPD) etc

Contribute to the annual programming, identification and appraisal in close cooperation with the beneficiary institution(s) in the host country, if and when such programmes are decided in the programming process.

b) Sector reporting to Headquarters

Observe, monitor and report regularly and in timely fashion (including early warnings on potential disputes) to both internally and to Headquarters on sector issues, as well as in response to any specific requests.

c) Support to project cycle management

Provide support to various aspects of the procurement process (drafting Terms of Reference, launching tenders, tender evaluation, participation to evaluation etc.).

Monitor ongoing projects, attend management and monitoring meetings, elaborate progress reports on projects and propose action if and when needed.

Maintain contacts with other donors active in the host country

Give an "operational visa" on documents where required.

Ensure the follow-up of the implementation of projects and the performance of project managers and partners, monitor contractual obligations (via periodic reviews, audits, reporting and assistance, etc.) and gather and handle external expertise.

Deal with horizontal activities, coordination and networking aspects of the programme and its projects.

d) Representation, Negotiation, Participation

Maintain good and effective contacts with the local operators in the field, with the national authorities and institutions, with representatives of the diplomatic missions of the Member States, with representatives of the principal international donors, with NGOs and other local non-official actors.

Prepare and assist in missions from Headquarters

e) Communication relating to programme and projects

Produce and disseminate the results of projects at workshops, seminars, conferences and other public events.

Extract and disseminate best practices and facilitate exchange of experiences.

3) Job requirements

a) Education

Formal education which corresponds to completed university studies of at least three years' duration attested by a diploma or degree preferably in one of the following areas: law, economics, politics, political/social science, management or engineering.

Higher education followed by 5 years of proven professional experience in similar functions may replace University diploma.

b) Professional experience

A professional experience pertinent to the duties to be carried out of at least three years after either occurring cases of 3)a.

Experience with European integration is highly appreciated.

c) Legislation

If the applicant does not have the Serbian nationality she/he has to be resident in the Republic of Serbia and have a working permit.

4) Competencies

a) Languages

Thorough knowledge of the local language.

Thorough knowledge of English.

The knowledge of a second EU Community language is highly appreciated.

b) Personal qualities

Flexibility, initiative, capacity to work under pressure and to respond quickly to demands.

Committed to quality and accuracy.

Responsibility and discretion.

Attachment to rules and procedures.

Commitment to public service and team spirit.