



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 Junior Short-Term expert.

Junior Non-Key Short Term Expert in E-invoicing and E-ordering

Main tasks:

- E-Invoicing / e-Ordering Best practice
- Survey on e-Invoicing and e-Ordering in Serbia
- National e-Invoicing and e-Ordering framework
- E-Invoicing and e-Ordering standards for Serbia
- Study on e- and m-payment in Serbia

Results to be achieved:

- E-invoicing/E-ordering practice;
- Survey on e-invoicing and e-ordering in Serbia,
- National e-invoicing and e-ordering framework;
- e-invoicing and e-ordering standards for Serbia;
- Study on e and m-payments in Serbia.

Note: For more information see the ToR

Number of required experts:	One (1) Junior Non-Key Short-Term Expert
Duration of the assignment:	Up to a total of 24 working days
Period of assignment:	February 2015 – October 2016
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 of study in a university or equivalent institution) preferably in IT and / or Engineering



- High level of IT literacy is essential
- Excellent analytical, report writing, and technical documentation drafting skills are essential
- Very good command of the English language is imperative.

General professional experience

- At least 5 years of postgraduate experience in working closely with Public Administration Institutions and/or large private sector organisations being engaged in Information Technology Matters exhibiting very good grasp of ICT.

Specific professional experience

- Proven experience of at least 3 years in collecting and analysing data and information, contributing to the developing/ writing reports of technical and business nature;
- Experience with e-government and/or e-invoicing and/or e-ordering matters is an advantage.

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:

10th February 2015, 24.00

Only short-listed applicants will be contacted.

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

Mr Adam Kennard, Exemplas Ltd., AdamK@exemplas.com

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