



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-invoicing and E-ordering

Main tasks:

- E-Invoicing and e-Ordering best practice
- E-invoicing and e-ordering framework and standards

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 Technical specifications for e-invoicing and e-ordering.

Note: For more information see the ToR

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

Duration of the assignment: Up to a total of 30 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) in IT and / or Engineering
- A Post Graduate Degree in an area relevant to IT is highly desirable
- High level of IT literacy is essential
- Excellent analytical, report writing, and technical documentation drafting skills are essential
- Good communication skills



General professional experience

- At least 8 years of relevant postgraduate experience in working closely with Public Administration Institutions and/or large private sector organisations providing support on Information Technology Matters exhibiting very good grasp of ICT

Specific professional experience

- Proven experience of at least 5 years (preferably 10), in G2G and G2B matters
- Experience with e-invoicing and/or e-ordering and/or m-payment will be a distinctive advantage
- Proven understanding of PRAG rules and guidelines, demonstrated by participation in at least 1 project covering relevant activities

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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