

JOB DESCRIPTION

Public call for hiring Procurement Officer (1 employee)

in the

project “EU Support to Serbia in Migration Management”

Ministry of Education, Science and Technological Development as a co-applicator issues this public call for the position of **Procurement Officer** (1 employee) in the project “EU Support to Serbia in Migration Management” (Grant Contract TF-MADAD/2017/T04.86 between EU, represented by the European Commission on behalf and for the account of the EU Regional Trust Fund in response to the Syrian Crisis, the “MADAD Fund” and the Ministry of Labour, Employment, Veteran and Social Affairs)

Duties/tasks:

1. Provision of services and goods in a timely and efficient manner
2. Preparation of tender documents and reports on procurement in accordance with PRAG rules
3. Cooperates with contact person in the MOESTD and their management, also with Project Implementation Unit of Ministry of Labour, Employment, Veteran and Social Affairs and all projects stakeholders
4. Participates in development of Quarterly and Final Financial Statements, narrative and other reports in accordance with MOESTD and Project Implementation Unit of Ministry of Labour, Employment, Veteran and Social

Education and experience:

- Appropriate education for this position;
- Knowledge of Serbian language (native speaker) and knowledge English language on the Level B1-B2;
- Knowledge of PRAG procedures and EU rules for projects implementation;
- Professional experience in implementation of projects funded by international donors, especially EU;
- Advanced computer skills;

To apply for this position please send your full and timely application documentation to snezana.vukovic@mpn.gov.rs and djurdjica.ergic@mpn.gov.rs clearly indicating in the subject: **Public call for the position Procurement Officer**. The closing date for the submission of applications is 10 (ten) days after the publication of this Public call on the Ministries’ website. Incomplete and/or untimely applications will be considered invalid.

Complete application documentation contains: applicant's CV, motivation letter, proof of education, proof of language requirements and computer skills, as well as of working experience.

If you have any questions, please contact snezana.vukovic@mpn.gov.rs and djurdjica.ergic@mpn.gov.rs

Starting date of the engagement will be determined after the start of the implementation of the Project. Duration of the engagement will be 12 months, until the end of the project implementation period.

Ministry of Education, Science and Technological Development will contact the shortlisted candidates for an interview. Only shortlisted candidates will be notified.