**Public call for hiring Project Manager of the project “EU Support to Serbia in Migration Management”**

Ministry of Labour, Employment, Veteran and Social Affairs, as a Coordinator of 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) issues this public call for the position of **Project Manager:**

**JOB DESCRIPTION**

**Duties/tasks:**

1. Manages overall project activities implementation in line with Project document, policies of the Government of the RS and donors requirements.
2. Implements procedures in accordance with PRAG rules
3. Coordinates the work of the ministries, donors and other users for the purpose of planning and realising all project activities.
4. Supervises and coordinates the work of Project Implementation Unit and teams for coordination of all projects stakeholders
5. Ensures effective project activities implementation
6. Develops project activities implementation plan with clearly defined timeframe, accompanying duties and deadlines
7. Monitors project activities implementation to unsure unhindered implementation of project activities
8. Participates in development of financial, narrative and other reports in accordance with donors requirements
9. Represents the Ministry and Project Team on relevant meetings and events related to the project
10. Establishes the system for exchange of information, reporting and coordination among partners
11. Regularly conducts field visits to confirm project progress and results
12. Carries out other duties assigned to him/her by minister or which resulted from the project needs.

**Education and experience:**

* High education obtained on the basic academic studies with at least 240 ECTS, master academic studies, specialist academic studies, specialist vocational studies and/or the basic academic studies of at least 4 years or specialist studies on the faculty;
* Knowledge of Serbian language (native speaker) and relevant International English language examination certificate, at least Level C1
* Knowledge of PRAG procedures and EU rules for projects implementation;
* Professional experience in implementation of projects funded by international donors, especially EU.
* At least 2 years of professional experience working in state administration authorities of the Republic of Serbia
* Advanced computer skills;
* Experience in implementation of the projects in migration area (advantage);
* Knowledge of national and international standards in the migration management area (advantage)
* Work experience in the areas under jurisdiction of the ministry (advantage)

To apply for this position please send your full and timely application documentation to [medjunarodna.saradnja@minrzs.gov.rs](mailto:medjunarodna.saradnja@minrzs.gov.rs), clearly indicating in the subject: *Public call for the position Project Manager*. The closing date for the submission of applications is 7 (seven) 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: applicants 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 Ilija Cvetković, [ilija.cvetkovic@minrzs.gov.rs](mailto:ilija.cvetkovic@minrzs.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 15 months, i.e. until the end of the project implementation period.

Ministry of Labour, Employment, Veteran and Social Affairs will contact the shortlisted candidates for an interview. Only shortlisted candidates will be notified.