

## EU SUPPORT TO ACTIVE YOUTH INCLUSION

### Vacancy Announcement

**Senior Non-Key Finance Management Expert required for the EU funded project “Technical Assistance to Support Social Inclusion of Youth through Innovative, Integrated and Tailored Services”  
(EuropeAid/139368/IH/SER/RS)**

#### 1.1 PROJECT BACKGROUND

The project “**Technical Assistance to Support Social Inclusion of Youth through Innovative, Integrated and Tailored Services**” is funded by the European Union and co-funded by the Government of the Republic of Serbia. The project is managed by the Ministry of Finance – Department for Contracting and Financing of EU Funded Programmes (CFCU) and implemented in Serbia by Eptisa Southeast Europe d.o.o. Main Beneficiary Institutions of the project are the Ministry of Labour, Employment, Veteran and Social Affairs, and the Ministry of Youth and Sports.

The project-aims to increase employment especially of youth through enhancing youth activity, early acquisition of work experience and entrepreneurship practices and activation of social policy and welfare beneficiaries, including support to the implementation of an EU funded grant scheme” Development of innovative integrated youth tailored services and active inclusion models” (EuropeAid/159572/ID/ACT/RS).

#### The results to be achieved are:

Result 1: Beneficiary Institutions and Contracting Authority successfully managed Grant Scheme (“Development of innovative, integrated youth tailored services and active inclusion models”) and increased overall capacities for efficient grant management;

Result 2: Capacities of local grant beneficiaries in managing of EU funded projects strengthened;

Result 3: Capacities and ownership of relevant ministers and stakeholders for further development of innovative national youth employability and social inclusion policy framework increased.

The project is implemented in the period February 2019 – June 2021.

#### 1.2 OBJECTIVES OF THE ASSIGNMENT:

To complement its team of experts for the project, Eptisa Southeast Europe is seeking applications from suitably qualified professional to support implementation of the project activities by covering Senior Non-Key Finance Management Expert position.

The assignment will contribute to achievement of the project results through provision of the specialized knowledge and support to Beneficiary Institutions (Ministry of Labour, Employment, Veteran and Social Affairs, Ministry of Youth and Sports and Ministry of Finance) in the area of financial management of Grant scheme, as well as per-request support to Grant beneficiaries in resolving specific issues that may arise during the implementation of grant scheme supported projects.

This will be done through provision of advisory support, support in conducting of monitoring visits and on the spot checks, support in conducting verification of reports submitted by Grant beneficiaries, participating in delivery of capacity building workshops and preparation of related materials.

## EU SUPPORT TO ACTIVE YOUTH INCLUSION

### The expert will be responsible for:

- Provision of support to Beneficiary Institutions in assessment of the Interim and Final reports of each Grant contract;
- Provision of support to Beneficiary Institutions in conducting of on the spot checks to Grant beneficiaries after report submission;
- Provision of support to Beneficiary Institutions in conducting verification of expenses incurred during the reporting period;
- Providing capacity building to Beneficiary Institutions on the matters pertaining to financial management aspects of the Grant contracts;
- Support development of internal guidelines and relevant procedure documents for grant management for Beneficiary Institutions, as inputs for the Grant Management Manual;
- Provide support to Grant beneficiaries on financial matters;
- Per-request (by Key Experts) provide support in relation to specific financial issues as part of the ongoing technical assistance in implementing the grant scheme supported projects.

### The expert is expected to:

- Receive instructions and report to Key Experts 1 and 2 and work closely with other experts in the Team;
- Deliver 1-page monthly reports in English language on every last workday of the month s/he worked. The report will be attached to the expert's draft timesheet.

### 1.3 EXPERT PROFILE:

#### For this position the following minimum qualifications and skills are required:

- University degree in Economy, Finance or other relevant field;
- Excellent communication, reporting and teamwork skills;
- Good writing and editing skills in Serbian and English;
- Fluency in written and spoken English;
- Computer literacy.

#### Professional Experience required:

- At least 7 of years post-graduate experience in relevant fields of work;
- Previous experience in EU-funded projects (or equivalent);
- Previous experience in financial management related to EU-funded grant schemes and/or work with or for local grant beneficiaries (or equivalent).

### 1.4 DURATION AND LOCATION:

This assignment shall be implemented in Republic of Serbia, in the tentative period beginning of February 2020 to end of June 2021. The assignment is foreseen to take up to 70 working days, subject to extension (in activity scope, time period, and/or duration) as needed by the project.

In case of activities requiring travel and/or stay outside of Belgrade, costs of travel, accommodations and meals will be covered by the project.

### 1.5 APPLICATIONS:



REPUBLIC OF SERBIA  
MINISTRY OF FINANCE  
Department for Contracting and Financing  
of EU Funded Programmes

MINISTRY OF LABOUR, EMPLOYMENT,  
VETERAN AND SOCIAL AFFAIRS

MINISTRY OF YOUTH AND SPORTS

This project is funded by  
the European Union



#EY  
ЗА ТЕБЕ

## EU SUPPORT TO ACTIVE YOUTH INCLUSION

---

### How to apply:

- If your profile matches the criteria listed above, please send your updated EU format CV in English to the following email addresses: [info@ukljucivanjemladih.rs](mailto:info@ukljucivanjemladih.rs) and [projekti@minrzs.gov.rs](mailto:projekti@minrzs.gov.rs);
- Email subject: name of the position you are applying for;
- Deadline for submission of applications is **January 28<sup>th</sup>, 2020**.

Note: More detailed job description, exact duration (number of working days) and starting date for position depend on the project needs and will be discussed with the shortlisted candidates only.

Only shortlisted candidates will be contacted and asked to provide corresponding certificates proving their education and professional experience.

Note that civil servants and other staff of the public administration, of the partner country or of international/regional organizations based in the country, can only be approved to work as experts if well justified. The justification should be submitted with the CV and shall prove that the candidate is seconded or on personal leave.