



Republic of Serbia  
MINISTRY OF PUBLIC ADMINISTRATION  
AND LOCAL SELF-GOVERNMENT



Funded by the  
European Union

Exchange5



VALJEVO



Standing Conference  
of Towns and Municipalities  
National Association of Local Authorities in Serbia

Project "Readjustment of the public property with the needs of socio-economic development"

**Call for project team members of a project funded by the European Union "READJUSTMENT OF THE PUBLIC PROPERTY WITH THE NEEDS OF SOCIO-ECONOMIC DEVELOPMENT"**

The Call is announced by the Mayor of the City of Valjevo for the selection of project team members, on the project "Readjustment of the public property with the needs of socio-economic development".

Date of the Call: 21.02.2019.



Project implemented by the City of Valjevo and Municipality of Ub, funded by the European Union in the scope of Exchange 5 Programme which is implemented by the Ministry of Public Administration and Local Self-Government in cooperation with the Standing Conference of Towns and Municipalities





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## Project "Readjustment of the public property with the needs of socio-economic development"

### Call for project team members of a project funded by the European Union "READJUSTMENT OF THE PUBLIC PROPERTY WITH THE NEEDS OF SOCIO-ECONOMIC DEVELOPMENT"

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#### PROJECT DESCRIPTION

On the grounds of the Law on the Confirmation of the Framework Agreement between the Republic of Serbia and the European Commission on IPA II ("Official Gazette of the Republic of Serbia - International Agreements", No. 19/14) and the Grant Contract No. 48-00-00032 / 2016-28-11 concluded on December 21, 2018 between the Government of the Republic of Serbia - the Ministry of Finance - the Sector for Contracting and Financing the Programs of the European Union and the City of Valjevo, Karađorđeva 64, 14000 Valjevo, Serbia as the Project Coordinator, the establishment of the project team was planned.

The Call is opened for project manager and administrative assistant on the Project. The project will be implemented for 18 months, and the start of the project implementation was December 22, 2018. The project team will work in the City Administration of Valjevo, but will also have meetings in the field, primarily in the local self-governments of Valjevo and Ub.

#### EVALUATION OF APPLICANTS CVs

The maximum number of points for evaluation of candidates is indicated next to condition/requirement for each position. The Evaluation Commission has the right to request additional documents supporting the claims made in the CV of applicants.

#### POSITION 1: PROJECT MANAGER 50% OF WORKING TIME

**Job description:** Coordination and management of the Project - human resources and activities, quality assurance of project implementation, internal monitoring of the implementation process and achievement of indicators, development and implementation of project action plan, drafting a list of responsibilities for those involved in the project, monitoring the implementation of defined procedures and activities, archiving project documents, monitoring progress and reporting to CFCU and TA, communication with the contracting authority, supervision of project finance and tender PRAG procedures.

**Mandatory conditions:** citizenship of the Republic of Serbia, minimum secondary education, experience in management of projects financed by international organizations and/or EU programs of minimum 3 years, knowledge of English language, driving license category B.

**Advantage:** Multi-year experience in organization and project management - at least 2 contracts for similar EU-funded projects (max. 10 points), at least 3 years of experience in working with local governments in international projects (max. 10 points) knowledge of grant funding processes and procedures from pre-



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accession funds (max 10 points), knowledge of PRAG procedures (max 10 points), higher level of knowledge of English language (written and spoken) (max 10 points).

The planned monthly gross salary for the position of the manager of the project is 50% of the working time is 750 euros. GROSS salary (all taxes included) in RSD at exchange rate of the project.

Shortlisted candidates will have a test related to knowledge of English language, EU funding mechanisms, management skills and experience. The candidates who pass the test will have an interview in English.

### **POSITION 2: ADMINISTRATIVE ASSISTANT 30%**

**Job description:** Providing support in project management and project administration, communication with experts, contractors and cooperation between different levels of city administration and public institutions, collecting a timesheets and narrative reports, preparing draft project documentation, organizing meetings, logistics related to the implementation of the project.

**Mandatory conditions:** citizenship of the Republic of Serbia, minimum secondary education, English language skills, computer skills - Office, Interned, media equipment.

**Advantage:** Work experience in international projects in similar or similar or same job posts (maximum 10 points), medium or high level of English language skills (written and spoken) (maximum 10 points), driving license B category (max 10 points), certificate of completed training for PCM (5 points), knowledge of PRAG procedures (max 10 points), knowledge of administrative procedures in the implementation of the EU-funded project (max 10 points).

Shortlisted candidates will have a test related to knowledge of English language and project administration skills and experience. The candidates who pass the test will have an interview in English.

The planned monthly gross salary for the position of the administrative assistant, 50% of the working time is 350 euros GROSS (all taxes included) in RSD at the exchange rate of the project.

### **DEADLINE AND APPLICATION PROCESS**

Application including additional documents (CV, photocopies of diploma, excerpt from the book of citizens (citizenship) and driving license B category) interested persons must be submitted to GU Valjevo (Karađorđeva 64, 14000 Valjevo) via post or courier on weekdays from 07:30 to 15:00 within 7 days from the date of publication of the Call on the website (ending with 04.03.2019.). The application form can be downloaded from the website of the City of Valjevo ([www.valjevo.rs](http://www.valjevo.rs)) in the attachment to the announcement of the Call.



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**APPLICATION FORM**

Call for the selection of project team members for EU funded projects coordinated by the City of Valjevo  
"READJUSTMENT OF THE PUBLIC PROPERTY WITH THE NEEDS OF SOCIO-ECONOMIC DEVELOPMENT".

Name and surname:	
Position (circle):	1: Project manager  2: Administrative assistant
Contact (address, phone number, email)	

Please enclose: CV, photocopy of citizenship, photocopy of diploma for the highest level of education achieved, photocopy of driver's licence, photocopies of contracts for the same/similar job posts according to the requirements of the Call.



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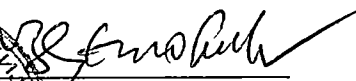
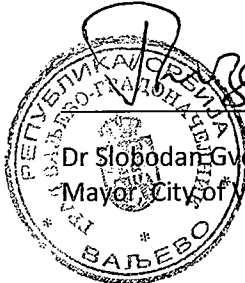
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The application with additional supporting documentation should be submitted in a sealed envelope with the inscription "For a project team Call - do not open before the expiration of the deadline for the Call". For more information, you can contact Tijana Todorovic at the e-mail address: [tijana.todorovic@valjevo.org.rs](mailto:tijana.todorovic@valjevo.org.rs). Applications that have not been submitted within the deadline or in the manner described above will not be considered.

In Valjevo, 21.02.2019.

  
  
Dr Slobodan Gvozdenović  
Mayor, City of Valjevo



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