

## **STRENGTHENING PROFESSIONAL CAPACITIES OF SENIOR CIVIL SERVANTS IN SERBIA**

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Belgrade, March 29<sup>th</sup>, 2023

**In the scope of the IPA 2019 - Direct award to the National Academy for Public Administration - *Strengthening professional capacities of Senior Civil Servants in Serbia***

**We are looking for the candidates for the following position:**

### **1. Project Assistant**

**Deadline for applications: April 6<sup>th</sup>, 2023, at 23:59 CET**

#### **ABOUT US**

The National Academy of Public Administration (NAPA) is the central institution of the system of professional development in public administration of the Republic of Serbia, with the status of officially recognised organiser of informal adult educational activities. It was founded in accordance with the Law on the National Academy of Public Administration ("Official Gazette of the RS", No 94/2017 as of 19th October 2017) and it started working in January 2018.

By implementing the training programme, and along with using modern forms and methods of work on professional development, the Academy improves the competencies of employees working in public administration, required for good quality of business as usual.

#### **PROGRAMME BACKGROUND RELEVANT FOR THE ADVERTISED POSITIONS:**

The Project in question is funded by the European Union in the scope of Instrument for Pre-Accession Assistance 2019 (IPA 2019) and is intended notably to strengthen professional capacities of Senior Civil Servants (SCS) in Serbia. The implementation of this Programme started in March 2021 and the finalization is envisaged for the August 2023 .

The intervention aims to support implementation of the national Public Administration Reform (PAR) Strategy. In particular, it will support the current reform of the civil service system. Serbia is in the middle of major reforms and a societal transition towards EU membership, which requires highly competent and professional managers in the public administration. Professionalisation of the senior civil service (SCS) is the key determinant of organisational performance in the public

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sector, which plays a crucial role in the success of any government to implement its key reforms. The Serbian Government aims for merit-based, highly competent and professionally managed human resources. One of the major recent changes includes introduction of competency-based human resource management in the Serbian civil service system. Such change signals a broader cultural shift in the human resource management (HRM) in the civil service, which in practice means that basically all key aspects of HRM would need a fresh approach or at least some revision. One of such steps is to modernise the trainings for the senior officials as a priority target group.

Particular concerns raised by the European Commission relate to integrity and professional capacity of senior civil servants. Development and implementation of the modernised professional development of senior officials directly aims to target these concerns.

Another important factor in the PAR sector reform is related to the recently established training institution National Academy for Public Administration, which is committed to function as a modern professional development and training institution for the civil service in Serbia. The team of NAPA is working to contribute to the improvement of quality of the services provided by public administration to the citizens and businesses through modern and systematic training activities.

For the purpose of the launch and implementation of this direct grant, the NAPA wishes to recruit four members of the Project team. They will be expected to make a swift start of the project and to provide support to the NAPA management in forming complete Project Team.

### **ASSIGNMENT**

This ToR defines scope of work, services and results to be provided under the position of a **Project Assistant**.

The overall objective is to contribute to implementation and monitoring of the direct grant awarded to NAPA by the Delegation of the European Union to Serbia.

The specific objective is to provide support to Project Manager and PMU unit in coordination and finalization of the project in line with the grant contract referring the budget, scope of the project and reporting.

### **Duties**

As Project Assistant, you will provide support the Project Manager (PM) and PMU unit in implementation of the programme and project activities as elaborated in the relevant Project

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Document, which includes assistance in development of project action plans and recruitment plans and implementation of day-to-day activities of the Project Management Unit (PMU) related to the implementation of the Project, support to organisation of project monitoring and evaluation and reporting. You will work under the supervision of the Project Manager.

Duration of the assignment: from the start date defined in the service contract (TBC April 2023) until the end of the project set as August 31, 2023 (service contract, 50% part-time engagement).

In this role, you will:

- Pro-actively contribute to day-to-day project implementation and ensure conformity to expected results and project action plans;
- Assist the Project Manager in overseeing the activities of the trainers and experts;
- Maintain project correspondence and communication;
- Collect, register and maintain all information on project activities;
- Support monitoring and evaluation procedures in all project activities;
- Contribute to the preparation and implementation of progress reports;
- Support the Project Manager in ensuring that NAPA and donors' visibility and publicity requirements are thoroughly followed;
- Support PM in reporting to the management of NAPA when requested;
- Support the information flows between the directing and delivering levels of the Project;
- Support the production of the project outputs ensuring overall progress and quality use of resources;
- Support the organization and delivery of PSC meetings including the preparation of documents for the PSC meetings;
- Prepare agendas and arrange appointments and meetings both internal and external related to the project activities and write minutes from the meetings;
- Provide support to the PMU and management of NAPA related to the translation from English to Serbian/Serbian to English (written and verbal communication related to the project).

### **EXPERT'S PROFILE**

#### **Qualifications, skills and general professional experience:**

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- 1) University degree (Social Science, Organizational sciences or similar) or minimum ten (10) years of experience in relevant fields of work (project management, coordination or assistance).
- 2) Proficient communication, reporting and presentation skills.
- 3) Ability to work independently to efficiently meet deadlines and capacity to act upon challenges.
- 4) Pro-active prioritising, planning, organizing, co-ordinating, following up.
- 5) Computer literacy (proficiency in Microsoft Office).
- 6) Proficient user of English (understanding, reading, writing and speaking).
- 7) Advanced knowledge of EU policies in the areas of project management.
- 8) Experience in working with public administration institutions.

### **Specific professional experience:**

- 1) Minimum five (5) years of experience in management and/or assistance in the EU-funded projects.
- 2) Experience in overall implementation related to EU IPA grants or EU-funded grant schemes.
- 3) Experience in capacity building/training delivery.
- 4) Work with or for local EU grant beneficiaries will be considered as an advantage.

### **The NAPA favours equal opportunity and equitable treatment for all.**

To apply please send the following documents to [grantipa2019@napa.gov.rs](mailto:grantipa2019@napa.gov.rs) by **6<sup>th</sup> April, 2023** at **23:59 CET**, with the subject "Application – *Project Assistant*":

- CV in English language (maximum 5 pages),
- short motivation letter in English language,
- sworn statement (in prescribed format, filled, dated and signed)

**Only shortlisted candidates will be contacted for an interview. Please take note of the possibility that the NAPA Evaluation Committee may request references/copies of**

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**documentation stated in the CV from the selected candidates at any stage of evaluation  
process.**

**CV and personal data of non-selected candidates are not shared with anyone outside  
NAPA and will be deleted immediately after the recruitment process.**

**NOTE: NAPA reserves the possibility to organize interviews with selected candidates  
remotely via online platform (TBC).**