



USAID
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Projekat za bolje uslove poslovanja
Business Enabling Project

JOB DESCRIPTION AND STATEMENT OF WORK

USAID Business Enabling Project

Title: Expert to replace a staff member for a period of five months
Component: Financial Markets Development
Location: Belgrade
Employer: Cardno Emerging Markets USA Ltd., Washington DC

PROJECT SUMMARY

The Serbia Business Enabling Project (“BEP”) is a five-year USAID-funded project awarded to Cardno Emerging Markets USA, Ltd. to assist the Government of Serbia to strengthen the business environment, fiscal and macroeconomic management, financial market development, and business education throughout the country. It provides technical assistance and other financial support to help advance legal and regulatory reforms, build institutional and professional capacity, improve public education, and other activities as may be requested by the GoS. The project is organized around four components, each implemented by a resident team of Serbian and international professionals: Component 1 – Business Regulation and Economic Governance; Component 2 – Macroeconomic Policy and Public Financial Management; and Component 3 – Financial Markets Development.

Cardno Emerging Markets USA is a global development consulting firm that specializes in implementing economic growth, financial sector development and poverty alleviation programs for USAID and other donors around the world. We have been working in Southeastern Europe and the greater E&E region for nearly 25 years; in the past 10 years alone, we have implemented more than 35 development assistance projects.

POSITION SUMMARY

Working with the Project Management and the Financial Market Development Team, the expert helps to coordinate and support technical assistance in a range of areas such as: banking regulation, capital market development, commodity exchange, and access to finance for SMEs, including non-bank regulation and development.

PRIMARY RESPONSIBILITIES

- Informs and works closely with DCOP, Component 3 team and international advisors to set tasks and activities in line with the Component goals, implementation strategy, and technical assistance needs;
- Leads and/or provides technical assistance to counterparts in his or her area of specialty, which will include but not be limited to: conduct of assessments, policy recommendations, technical briefs, advisory papers, development of analytical or policy related frameworks, etc.;



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- Prepares and delivers presentations within his or her tasks and activities, as well as seminars and conferences of research results and reports in both Serbian and English;
- Produces analyses, reports and presentations in their final form and adhering to highest professional standards;
- Provides support in monitoring and evaluation of his or her tasks and activities;
- Prepares progress reports and M&E reports in line with USAID requirements;
- Works with other Components to coordinate project implementation and efficient use of project resources.

KNOWLEDGE AND SKILL REQUIREMENTS

- Master's degree or higher in economics or finance;
- 5+ years of professional working experience in finance, regulation, and banking. (International working experience is a plus);
- Strong knowledge of the Serbian financial system and knowledge of international standards in banking, securities, insurance, and pension regulations;
- Fluency in Serbian and excellent English-language writing and speaking skills;
- Strong analytical skills;
- Demonstrated ability to manage a team;
- Ability to communicate effectively and tactfully.

Applications, including Letter of Motivation in English and CV clearly showing adequate background and stating references should be sent by e-mail to: info@bep.rs, by January 31, 2014. Only short listed candidates will be contacted.