



JOB DESCRIPTION AND STATEMENT OF WORK **USAID Business Enabling Project**

Position: Administrative Assistant

Employer: Cardno Emerging Markets USA Ltd., Washington DC, Representative Office Belgrade

Component 1: Business Regulation and Economic Governance

Location: Belgrade

Background

USAID's Business Enabling Project, implemented by Cardno Emerging Markets USA, is a five year initiative launched in January 2011. The purpose of the Project is to help the Government of Serbia improve the competitiveness of the Serbian economy and its private sector businesses. The Project will provide technical assistance, training, and other support to improve the business enabling environment, maintain macroeconomic stability, and further develop financial markets. The Project is demand driven: all activities are based on the priorities of the private sector and Government. The Project's activities are described in more detail on the Project's website: www.bep.rs.

The Business Enabling Project's Component 1, Business Regulation and Economic Governance, has a goal to streamline laws, regulations, and institutions, to improve regulators' capacity to implement laws and improve analysis and public-private dialogue.

The project's approach to achieving reforms is to help the Government work closely with the private sector and outside experts to make reforms that improve business competitiveness. The steps in this collaborative reform process include:

- Determine priorities by engaging with businesses, including surveys of businesses, and using regulatory impact assessment and other tools to measure the benefits of reforms
- Build demand for reforms through outreach and education
- Partner with the Government to plan and implement various priority reforms
- Build Government and private sector capacity to properly implement and sustain reforms
- Help the Government and private sector to monitor reform efforts.

These activities will reduce the time and money spent by Serbian businesses to comply with laws and regulations and will help the Government to be more efficient. The activities will also enable businesses to attract necessary investment at an appropriate cost. As result, Serbian businesses will be able to aggressively compete in the global economy. This will lead to export-led economic growth and increased employment. USAID BEP's Component 1: Business Regulation and Economic Governance will help in development of business-friendly regulatory and institutional framework, which will attract more investments, launch more business ventures and increase competitiveness of the Serbian businesses. This will include technical assistance to help counterparts draft or/and implement new regulations, strengthen their institutional capacity, and help to influence policies that will shape and streamline the development of the business sector and its role in overall economic development.

The Ministry of Urbanism and Constructing, the Ministry of Labor, Employment and Social Policy, the Ministry of Economy, Ministry of Finance, and the Ministry of Justice and State Administration are the main public sector counterparts for USAID BEP's work under Component 1.



Scope of Work

Administrative Assistant's responsibilities might include following tasks and other tasks as required by the Component 1 Team Leader and USAID BEP Chief of Party and their designees:

- Provide administrative support to the Component 1 Team's activities and to other BEP activities;
- Manage data bases and relevant documentation;
- Conduct and support researches, using the internet and other electronic media, as well as hardcopy sources;
- Assist in communication with counterparts and consultants;
- Gather data necessary for tracking performance indicators;
- Support the Component 1 Team in work planning, all aspects of implementation and progress reporting;
- Logistically organize the meetings and take meeting notes;
- Provide support in event management;
- Under the direction of the Project Management, provide support to grants manager and other Project component teams;
- Provide support for special initiatives that support overall project goals;
- Help with *ad hoc* written and/or verbal translation;
- Participate in research and analysis of relevant laws, regulations, institutions, and practices related to business environment in Serbia;
- Gather and analyze data to support Project work;
- Other logistic support to Project activities.

Capabilities Required

The following are the key capabilities required for the proper execution of the above scope of work:

- Experience in administrative and event management tasks, and in managing databases and documentation;
- Ability to work independently and as part of a team in a dynamic, high-pressure environment;
- Secondary education or higher;
- Fluency in Serbian and excellent English language writing and speaking skills;
- Strong organizational and analytical skills;
- Excellent computer skills and proficiency in Microsoft Office applications (e.g. PowerPoint, Word, and Excel);
- A forward-thinking and pro-active approach to working;
- A positive, friendly, professional, can-do attitude and appearance in serving as a representative of the project and in all interactions with colleagues within the office;
- Experience working on a USAID or other donor projects is preferred;
- Ability to bring assignments to a successful completion.

Applications including CV clearly showing adequate background and relevant work experience should be sent by e-mail to: info@bep.rs, by February 7, 2014. Only short-listed candidates will be contacted.