



USAID
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Projekat za bolje uslove poslovanja
Business Enabling Project

JOB DESCRIPTION AND STATEMENT OF WORK

USAID Business Enabling Project

Position: Junior Analyst – part-time

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

Component 1: Business Regulation and Economic Governance

Location: Belgrade

I. BASIC INFORMATION

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 provides 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, aims to streamline legislation, regulations, and institutions; 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 pursue reforms that improve business competitiveness. The steps in this collaborative reform process include:

- Determine reform priorities by engaging with the business community, including through surveys of businesses, and by 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 high-priority reforms;
- Build Government and private sector capacity to properly implement and sustain reforms; and
- Help the Government and private sector monitor reform efforts.

These activities will reduce the time and money spent by Serbian businesses on compliance with laws and regulations and help the Government be more efficient. The activities will also enable firms to attract the necessary investments at an affordable 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 developing a business-friendly regulatory and institutional framework that will attract more investment, launch more business ventures, and increase competitiveness of Serbian businesses. This aid will include technical assistance to help counterparts draft and/or implement new regulations; strengthen their institutional capacity; and help influence policies that will shape and streamline the development of the business sector and its role in overall economic growth. The Ministry of Construction, Transport and Infrastructure, Ministry of State Administration and Local Government, Ministry of Economy, and Ministry of Finance are the main public-sector counterparts for USAID BEP's work under Component 1.

Scope of Work

The Junior Analyst's responsibilities include the following tasks and other duties as required by the Component 1 Team Leader and USAID BEP Chief of Party and their designees:

- Participate in research and analysis of relevant laws, regulations, institutions, and practices related to business environment in Serbia;
- Conduct and support research online and by other electronic means, as well as using hard-copy sources;
- Gather and analyze data to support the Project's work;
- Provide administrative support to activities of the Component 1 Team;
- Support Component 1 in work planning, all aspects of implementation, and progress reporting;
- Manage databases and relevant documentation pertaining to Component 1;
- Gather data necessary for tracking performance indicators;
- Handle logistical tasks related to organizing meetings, and take meeting notes;
- Provide support in event management;
- Assist in communication with counterparts and consultants;
- Provide support for special initiatives in support of overall project goals;
- Assist with ad hoc written and/or verbal translation;
- Provide other forms of logistical support for the Project's activities.

Capabilities Required

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

- Undergraduate degree or higher;
- Experience in administrative and event management tasks, as well as in managing databases and documentation;
- 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);
- Attention to detail and accuracy;
- A forward-thinking and pro-active approach to working;

- Ability to work both independently and as part of a team in a dynamic, high-pressure environment;
- 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;
- Ability to bring assignments to a successful completion;
- Experience working on a USAID or other donor projects is preferred.

Applications including CV clearly showing adequate background and relevant work experience should be e-mailed to info@bep.rs by January 22, 2015. Only short-listed candidates will be contacted.