

The USAID Business Enabling Project (BEP) is a five-year, USAID-funded project implemented by Cardno Emerging Markets USA, Ltd. to assist the Government of Serbia to strengthen Serbia's business environment, fiscal and macroeconomic policy, and financial market development. It will provide long-term technical assistance and other 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 Government of Serbia. Please see [www.bep.rs](http://www.bep.rs) for a detailed description of the project.

Cardno Emerging Markets seeks a junior level Monitoring and Evaluation specialist/Administrative assistant to administer the project's performance monitoring system and assist in Project's finance and operations activities. Monitoring and evaluation is a critical function that allows the project's management team, client, and counterparts to determine how well the project is functioning and whether changes in activities and approaches are needed.

Responsibilities of the Monitoring and Evaluation Specialist include:

- Oversee the project's database for monitoring and evaluation and knowledge management (the "Project Administration Database")
- Engage in collection, analysis, and reporting of project data and data collected from third parties
- Ensure that the established guidelines on project monitoring and evaluation for BEP are adhered to and respected by the staff, consultants, and grantees
- Identify information requirements of the project's management team concerning planning, monitoring and evaluation
- Assist the BEP Director in preparing periodic reports on the project's activities
- Coordinate and assist in training activities in monitoring and evaluation for BEP staff, and other stakeholders
- Prepare special studies when necessary (e.g., survey of businesses, impact monitoring, and evaluation studies)
- Provide management and administrative support to the COP and DCOP
- Maintain and distribute petty cash
- Track personal cell phones reimbursements by the employees
- Prepare vouchers for financial transactions with the supporting documents
- Coordinate and organize Participants Trainings / Study Tours in accordance with USAID requirements
- Registration / deregistration of the employees, and renewal of the health booklets for all employees on regular basis
- Interface with other Serbian governmental authorities as required
- Prepare financial reports when Finance and Operations Manager is unavailable
- Assist Finance and Operations Manager with other financial and administrative issues as needed
- Any other duties that will be assigned by DCOP and COP.

Candidates are expected to have:

- Undergraduate degree or higher
- Excellent written and verbal communication skills in English and Serbian
- Experience in managing systems for collecting, analyzing and reporting data
- Excellent computer skills and proficiency in Microsoft Office applications (e.g. PowerPoint, Word, and Excel)
- Ability to work independently and as part of a team in a dynamic, high pressure environment
- Attention to detail and accuracy
- Strong organizational and analytical skills
- An energetic, forward-thinking and pro-active approach to working
- Ability to finish assignments or projects on time.

**Application:**

Qualified applicants are requested to send a CV in English by March 16, 2015, to the following e-mail address: [info@bep.rs](mailto:info@bep.rs).