The USAID Business Enabling Project is a seven-year, USAID-funded project implemented by 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 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 for a detailed description of the project.

Cardno Emerging Markets seeks a junior-level **IT Specialist** that will assist with the project's development and implementation of e-government solutions, help ensure the smooth functioning of the project's administrative and logistical operations, and ensure proper functioning of BEP IT equipment and websites.

A. Job Description

The IT Specialist will assist with the project's development and implementation of e-government solutions, help ensure the smooth functioning of the project's administrative and logistical operations, and ensure proper functioning of BEP IT equipment and websites. Detailed responsibilities include the following:

1) IT Administration

- Act as project's technological help desk covering information systems, hardware, phones and mobile phones
- Ensure that the project's information system is working efficiently and that the system is adequately backed up
- Helping all project staff in formatting text, preparation of graphs, charts, presentation
- Provide assistance to IT Manager in developing e-government applications, and in providing advice, training, and other assistance to government counterparts

2) Support communications and outreach activities:

- Work together with Communications Manager on further design and upgrade of the project websites and social media (Facebook, YouTube, Twitter)
- Responsible for maintaining and updating project websites
- Work with Communications Specialist on improving the project visual identity (editing graphics, newsletter editing, preparation of infographics)
- Provide IT support in event organizations

3) Office Administration:

- Greet visitors coming to the office
- Answering and forwarding phone calls.
- Sorting and distributing post.

- Provide IT support to project staff and visiting technical advisors
- Responsible for ordering office supplies.

4) **Other duties as assigned by the COP, DCOP, Cardno Home Office Project Management Team, Finance and Operations Manager and IT Manager**

B. **Capacities Required for this Position**

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

- Experience and in working on a variety of IT hardware and software issues
- Strong interest in information technology and communications, including e-government, social media, and business software applications
- Good knowledge of web design and content management systems (HTML, PHP)
- Familiar with graphic editing software (Photoshop, Illustrator)
- Excellent knowledge of Microsoft Office (Excel, Word, Power Point)
- Excellent knowledge of fundamental operations of relevant software, hardware and other equipment
- Ability to work both independently and as a part of the BEP team
- Strong organization and prioritization skills
- Good verbal and written communications skills, in both local language and English
- High school degree (but Bachelor's Degree in Computer Science or Engineering preferred)
- Candidates must have at least 1 year of related professional experience

Application:

Applications, including Letter of Motivation in English and CV clearly showing adequate background and stating references should be sent by e-mail to: posao@bep.rs, by **February 15, 2016**. Only short listed candidates will be contacted.