



**USAID Business Enabling Project in Serbia  
COMMUNICATIONS SPECIALIST - JOB DESCRIPTION**

**Position:** Communications Specialist - Position is opened for one candidate.

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

**Location:** Belgrade

**About the Project**

USAID Business Enabling Project (“USAID BEP” or “the Project”), implemented by Cardno Emerging Markets USA Ltd., is a seven-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, its macroeconomic position and its private sector businesses. The Project provides technical assistance, training, and other support to improve the business enabling environment, 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.

**Activities**

The project is helping Serbia achieve reforms that will:

Reduce legal and regulatory burdens on businesses;

Improve macroeconomic policy and public financial management;

Deepen financial market development and increase access to finance.

**Tasks**

Communications Specialist will:

- Coordinate and maintain excellent contacts and communications with BEP counterparts, including the Ministries of Economy, Finance, and Justice, Business Associations, and other donors
- Coordinate work with the USAID Mission and the U.S. Embassy
- Support BEP in ensuring approvals and concurrence from the public communications supervisor at the USAID mission
- Develop, coordinate, and maintain excellent contacts and communications with local and national media;
- Assist, and work with COP, DCOP and PM to accomplish the tasks set out in the BEP work plan;
- Independently produce, edit, and disseminate to counterparts and stakeholders the monthly newsletter;



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- Independently develop, coordinate, and organize public events and media outreach programs in support of BEP, in coordination with the COP, DCOPs and task managers
- Draft articles and news items for submission to USAID and for publication in local and international electronic and print media;
- Monitor news media daily regarding issues and news relevant to BEP, keep BEP staff updated on these developments, and develop initiatives and formulate responses as appropriate;
- Liaise with Information Officers government ministries, business associations and other donor organizations;
- Other duties assigned by the COP and DCOP.

### **Capacities Required for this Position**

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

- University degree;
- Minimum 5 years of relevant working experience
- Experience working on a USAID or other donor projects is preferred
- Ability to work independently and as part of a team in a dynamic, high pressure environment;
- Ability to represent the projects well before members of the press, counterparts, clients, donors, and the public in both Serbian and English;
- Strong organizational, analytical and communications skills;
- Ability to communicate effectively and diplomatically
- Excellent computer skills and proficiency in Microsoft Office applications (e.g. PowerPoint, Word, and Excel)
- A forward-thinking and pro-active approach to working
- Ability to bring assignments or projects to a successful conclusion

### **Application**

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](mailto:info@bep.rs), **by May 19, 2017**. Only short listed candidates will be contacted.