



**USAID**  
FROM THE AMERICAN PEOPLE

Projekat za bolje uslove poslovanja  
Business Enabling Project

## **USAID Business Enabling Project in Serbia JOB DESCRIPTION AND STATEMENT OF WORK**

**Position:** Junior Analyst

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

**Location:** Belgrade

### **BASIC INFORMATION**

#### **About the Project**

USAID's Business Enabling Project ("USAID BEP"), implemented by Cardno Emerging Markets USA Ltd. and partners, is a seven-year initiative launched in January 2011. The purpose of USAID BEP is to help the Government of Serbia improve the competitiveness of the Serbian economy, its macroeconomic position and its private sector businesses. USAID BEP provides technical assistance, training, and other support to improve the business enabling environment, improve public financial management, and further develop financial markets. USAID BEP is demand driven: all activities are based on the priorities of the private sector and Government.

USAID BEP has three components: Component 1, Business Regulation and Economic Governance; Component 2, Macroeconomic Policy and Public Financial Management; Component 3, Financial Market Development.

#### **Scope of Work**

The Junior Analyst's responsibilities include the following tasks and other duties as required by the Components, USAID BEP Deputy Chief of Party 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 Project activities;
- Support the Project in work planning, all aspects of implementation, and progress reporting;
- Manage databases and relevant documentation pertaining to the Project;
- 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.



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## 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.
- Experience in Finance and Economics is preferred.

**Applications including CV clearly showing adequate background and relevant work experience should be e-mailed to [info@bep.rs](mailto:info@bep.rs) by April 14, 2017. Only short-listed candidates will be contacted.**