



**USAID Business Enabling Project in Serbia  
Invites Eligible Candidates to Apply for the Position:**

**Component 2 Analyst**

**A. Scope of Work**

The USAID's Business Enabling Project (BEP) is a five year (2011 to 2015) initiative to help the Government of Serbia improve the competitiveness of the Serbian economy and its private sector businesses. The overall objective is to assist government policy analysts and policy makers and other national-level efforts to improve the business enabling environment and macroeconomic framework. The activity provides technical assistance and training to improve the business enabling environment, support macroeconomic stability, further develop financial markets, and improve and increase business and financial management capacities within government and business. The Business Enabling Activity is made up of 3 components:

- Component 1: Business Regulation and Economic Governance: Assist Serbia to improve its business regulation and economic governance, particularly in those areas where it performs poorly in international competitiveness and business environment rankings, so that it can better stimulate private sector growth and development and attract more foreign and domestic investment resources.
- Component 2: Macroeconomic Policy and Public Financial Management: Assist the GoS and the National Bank of Serbia to improve macroeconomic policy, public financial management, and financial stability. This component's work focus in 2013 to 2015 period is on enabling the GoS to implement Program Budgeting, as prescribed by relevant laws.
- Component 3: Financial Market Development: Assist Serbia to increase access to finance for small and medium enterprises, support the development of Serbia's capital markets through improvements in market governance, accounting and disclosure standards, and help the Government of Serbia to obtain new sources of finance.

The Analyst's detailed responsibilities include the following:

1) Research:

- Conducts research, using the internet and other electronic media as well as hardcopy sources
- Supports the Component 2 Team in work planning, all aspects of implementation and progress reporting
- Provides support for the preparation of meetings, workshops, presentations and training materials



- Assists in delivery of presentations, seminars and conferences of research results and reports in Serbian and English
  - Provides support for the preparation of reports and policy recommendations
- 2) Support technical initiatives:
- Provides overall organization and analysis of data to support project work. May be required to develop basic computer databases, spreadsheets, or other application to hold and analyze information.
  - Coordinates the collection and analysis of information and data for M&E reporting to USAID and update and maintain BEP's internal management tool PAD
  - Provide support to short-term technical advisors, such as meeting facilitation, research, analysis, logistical, administrative, and translation support.
- 3) Additional activities:
- Under the direction of the Project Management, provide support to other component teams, as may be required
  - Lead or provide support for special initiatives that support overall project goals
  - May, on occasion be a requested to help with ad hoc written and/or verbal translation

## **B. Capacities Required for this Position**

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

- Undergraduate degree or higher in economics
- Minimum of 3 years of professional work experience.. (Experience in public sector, financial management, fiscal policy research, economic analysis,, program budgeting, performance measurement, or strategic planning in public sector will be considered an advantage.)
- Knowledge of international standards and trends in public sector financial management and fiscal policymaking
- Fluency in Serbian and excellent English language writing and speaking skills.
- Strong organizational and analytical skills
- Ability to communicate effectively and diplomatically
- 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
- Unquestionable honesty, integrity and ethical conduct in all matters
- 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



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Projekat za bolje uslove poslovanja  
Business Enabling Project

- A forward-thinking and pro-active approach to working
- Ability to bring assignments or projects to a successful conclusion
- Experience working on a USAID or other donor projects is preferred

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 28, 2013**. Only short listed candidates will be contacted.