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Projekat za bolje uslove poslovanja  
Business Enabling Project

**USAID Business Enabling Project in Serbia  
Scope of Work for the position of  
Financial Market Development Expert**

**A. Functional / Relational Position in Project**

Reports to: Deputy Chief of Party / Financial Market Team Director  
Member of: Component 3 – Financial Market Development Expert  
Cooperates with: All other technical teams and personnel  
Employer: Cardno Emerging Markets USA Ltd., Washington DC

**B. Background**

Working under the supervision of the Team Director, the Expert will help to coordinate and support technical assistance in a range of areas such as: helping Serbian financial markets to increase affordability of financial services, develop risk management instruments, improve access to finance for SMEs that will shape the evolution of the financial sector and its role in economic development, as well as increasing competitiveness of Serbian economy.

The USAID Serbia Business Enabling Project (“BEP”) is a five-year, USAID-funded project awarded to 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 financial 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.

BEP Component 3, Financial Market Development, helps Serbian financial markets to increase competitiveness and affordability of financial services, and develop risk management instruments, and improve access to finance for SMEs that will shape the evolution of the financial sector and its role in economic development, as well as competitiveness of Serbian economy. This includes technical assistance to help counterparts draft or/and implement new legislation, strengthen their institutional capacity, and help to influence policies

The overall aims of BEP work in these areas is to:

- 1) Establish a regulatory framework and supervisory capacity that supports development of well regulated, transparent, and competitive capital market;
- 2) Support development of the financial industry that can mobilize savings and supply new financing in the economy, including support to creation of effective state-aid programs;
- 3) Create/improve the regulatory framework for non-banking financial institutions;



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- 4) Improve/introduce financial instruments for risk management;
- 5) Improve policies and public-private dialogue;
- 6) Strengthen compliance with EU accession requirements.

The Ministry of Finance, The Ministry of Economy, Ministry of Trade and Telecommunications and the Securities Commission are the main public sector counterparts for BEP work under this component.

#### Primary Responsibilities

Working under the supervision of the Team Director, the Expert will:

- Managing tasks assigned by the Team Director
- Conduct research and analysis of relevant laws, regulations, and practices in the financial sector
- Participate in work planning, all aspects of implementation and progress reporting for all the tasks assigned to him/her
- Provide technical assistance to project counterparts, including in the areas of strategy, planning, training and monitoring and evaluation
- Lead or provide support for the preparation of presentations, meetings and training materials
- Assists in or deliver presentations, seminars and conferences regarding research results and reports
- Lead or provide support for the preparation of Project's reports and policy recommendations
- Under the direction of the Team Director, interact with and provide technical assistance to the Project counterparts, other Serbia public sector institutions and private sector participants
- Provide overall organization and analysis of data to support project work
- Coordinate the collection and analysis of information and data for M&E reporting to USAID. May be required to lead or provide support for development of basic databases, spreadsheets, or other application to hold and analyse information
- Assist in retaining and managing short-term consultants
- Provide support to STTAs, including providing accurate information, background and goals of each task assigned to him/her, meeting scheduling, preparation for the meetings, facilitation of communication with the counterparts etc.
- Review and provide comments to the STTAs reports
- Provides support to short-term technical advisors, such as meeting facilitation, research, and analysis
- Provide support for and possibly lead various public education and outreach initiatives
- Carry out such other assignments as directed by the Team Director

All work should be carried out in English and Serbian



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### **Additional Responsibilities**

- Under the direction of the Team Director, 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 requested to help with ad hoc written and/or verbal translation

### **C. 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 or finance, law, or accounting
- Minimum of 5 years of professional work experience in regulation, banking, or consulting (international experience is a plus.)
- Good knowledge and understanding of the Serbian financial system, current situation and trends, and knowledge of international best practice in the areas of work
- Excellent communication skills
- 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)
- 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
- 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 an advantage

**Applications including CV clearly showing required background and relevant work experience should be sent by e-mail to: [info@bep.rs](mailto:info@bep.rs), by November 28, 2013. Only short listed candidates will be contacted.**