

## **VACANCY NOTICE FOR ENGAGEMENT OF PROJECT COORDINATOR**

**Reference No.: 020-4-234/2019-III**

For the purpose of Implementing the project „Fostering --of cross-border business environment through development of business competence centers and networks (FED CCNET)“, funded by European union through Interreg – IPA CBC Croatia – Serbia program, Subsidy contract No. 2019HR—RS392 from 15.07.2019., Municipality of Bač invites all interested candidates to apply for the position:

### **Project coordinator – temporary contract**

Employment is limited to the duration of the respective project for which the candidate has been selected.

#### **Context and project description:**

Project aims to address this challenge by improving the access to relevant competences in program area through improvement of relevant infrastructure and services, training programs for unemployed and companies and establishing transnational networking model, thus raising the overall competence levels and opportunities of the labour force and SMEs. Therefore, the main objective of the project is: to contribute to development of institutional infrastructure, services and networks in providing access to appropriate competences to businesses in order to enhance competitiveness and business environment in the cross - border area.

#### **Project Coordinator role:**

The role of the project coordinator is to coordinate the implementation of project activities through regular communication with project implementation partners, in accordance with Subsidy contract and project implementation rules.

#### **Job description/key activities:**

For the project coordination and implementation the project Coordinator is responsible to the president of the Municipality of Bač, within the project deadlines and in accordance with working contract that will be concluded with Coordinator, which includes the submission of periodic reports/timesheets. More specifically, the project coordinator is in charge and responsible for the professional and timely performance of the following activities:

- Co-ordination and supervision of all project activities in Serbia and coordination with project staff from Croatia,
- Day-to-day project management,
- Communication with all stakeholders and beneficiaries,
- Public relations during the course of the project,
- Organization of all activities related with tender procedures,
- Monitoring of the work of all subcontractors,
- Coordination and organization of all project activities,
- Reporting.

Please note that the Coordinator may be required to perform other duties not listed in the vacancy notice.

**Eligibility criteria:**

Only applicants who best meet the following criteria will be considered for shortlisting.

Qualifications

- Completed full course of faculty education/University degree (graduate academic studies-master, specialist academic studies, higher education in specialist professional studies) - basic academic studies in lasting at least 4 years;

Experience:

- At least 1 (one) year relevant professional experience in project environment relating to project preparation, implementation, monitoring, evaluation and project administration or project support duties or similar;
- At least 2 years working experience.

Language requirements:

- Very good knowledge of English language – verbal at working level and fluency in writing for reporting

IT competences:

- Computer skills: MS Office, internet, Power point.

For his work, the coordinator is directly responsible to the Contracting authority– The Municipality of Bač.

Project coordinator engagement period – until the completion of the project 14.07.2021, full time job (40 hours per week).

**Application deadline:**

Application deadline is **12.09.2019**.

**Address for submitting applications:**

The Municipality of Bač, Trg dr Zorana Đinđića No. 2, 21420 Bač, with note „Vacancy notice – project coordinator – not to be opened“, "Javni konkurs za koordinatora projekta, ne otvarati".

**Evidence to be submitted with the application:** A certified copy of the diploma, evidence of relevant work experience (certificates or other acts from which it is able to evident on which activities has been gained relevant work experience), motivational letter with CV in which is standing previous work experience, minimum one recommendation, statement of exclusivity and availability and copy of relevant document proving language requirements and IT competences.

**Additional information:**

For any questions regarding the application submitting, candidates can contact: Nikola Banjac and Jelena Kovačević phone: +381 21 770 075, e-mail: [nikola.banjac@bac.rs](mailto:nikola.banjac@bac.rs) and [jelena.kovacevic@bac.rs](mailto:jelena.kovacevic@bac.rs) .



Borislav Antonić, presdinet