



REPUBLIC OF SERBIA
NATIONAL ACADEMY
FOR PUBLIC ADMINISTRATION

Belgrade, March 10th, 2021

In the scope of the IPA 2019 - Direct award to the National Academy for Public Administration - *Strengthening professional capacities of Senior Civil Servants in Serbia*

We are looking for the candidates for the following positions:

- 1. Project Manager**
- 2. Programme Coordinator**
- 3. Project Assistant**
- 4. PR and Communication specialist**

Deadline for applications: March 24th at 23:59 CET, 2021

ABOUT US

The National Academy of Public Administration (NAPA) is the central institution of the system of professional development in public administration of the Republic of Serbia, with the status of officially recognised organiser of informal adult educational activities. It was founded in accordance with the Law on the National Academy of Public Administration ("Official Gazette of the RS", No 94/2017 as of 19th October 2017) and it started working in January 2018.

By implementing the training programme, and along with using modern forms and methods of work on professional development, the Academy improves the competencies of employees working in public administration, required for good quality of business as usual.



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PROGRAMME BACKGROUND RELEVANT FOR THE ADVERTISED POSITIONS:

The Project in question is funded by the European Union in the scope of Instrument for Pre-Accession Assistance 2019 (IPA 2019) and is intended notably to strengthen professional capacities of Senior Civil Servants (SCS) in Serbia. The implementation of this 2,5-years Programme started in March 2021.

The intervention aims to support implementation of the national Public Administration Reform (PAR) Strategy. In particular, it will support the current reform of the civil service system. Serbia is in the middle of major reforms and a societal transition towards EU membership, which requires highly competent and professional managers in the public administration. Professionalisation of the senior civil service (SCS) is the key determinant of organisational performance in the public sector, which plays a crucial role in the success of any government to implement its key reforms. SCSs not only execute the government's policies and advise the ministers on how to convert the government's political programme into a set of actions, they must also safeguard the core mission of the state by ensuring stability of institutions and continuity of expert knowledge in public administration. The Serbian Government aims for merit-based, highly competent and professionally managed human resources. One of the major recent changes includes introduction of competency-based human resource management in the Serbian civil service system. Such change signals a broader cultural shift in the human resource management (HRM) in the civil service, which in practice means that basically all key aspects of HRM would need a fresh approach or at least some revision. One of such steps is to modernise the trainings for the senior officials as a priority target group.

Particular concerns raised by the European Commission relate to integrity and professional capacity of senior civil servants. Development and implementation of the modernised professional development of senior officials directly aims to target these concerns.

Another important factor in the PAR sector reform is related to the recently established training institution National Academy for Public Administration, which is committed to function as a modern professional development and training institution for the civil service in Serbia. The team of NAPA is working to contribute to the improvement of quality of the services provided by public administration to the citizens and businesses through modern and systematic training activities.



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For the purpose of the launch and implementation of this direct grant, the NAPA wishes to recruit four members of the Project team. They will be expected to make a swift start of the project and to provide support to the NAPA management in forming complete Project Team.

ASSIGNMENT FOR POSITION 1 - Project Manager

This ToR defines scope of work, services and results to be provided under the position of a **Project Manager**.

The overall objective is to contribute to implementation and monitoring of the direct grant awarded to NAPA by EU Delegation.

The specific objective is to provide coordination and finalization of the project in line with the grant contract referring the budget, scope of the project and reporting.

Duties

As Project manager, you will support implementation of the programme and manage project activities as elaborated in the relevant Project Document, which includes development of project action plans and recruitment plans, managing staff and overseeing day-to-day activities of the Project Management Unit (PMU) related to the implementation of the Project, including procurement, project monitoring and evaluation, financial management, and reporting. You will work under the supervision of the NAPA Acting Director.

Duration of the assignment: from the start date defined in the service contract (TBC April 2021) until the end of the project set as August 31, 2023 (service contract, 100% working time).

In this role, you will:

- Provide overall supervision of implementation of all project activities and day-to-day project operations;
- Ensure that project activities are properly coordinated with plans and activities of NAPA contributing to the Project objectives and results;
- Oversee drafting and finalization of Terms of References for consultants and contractors;



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- Participate and represent the PMU as non-decision-making member in the Project Steering Committee (PSC);
- Support the organization and delivery of PSC meetings including the preparation of documents and presentations for the PSC meetings;
- Coordinate and moderate regular project progress meetings with EU Delegation and stakeholder's, including the preparation of documents and presentations for the meetings;
- Ensure that proper monitoring and evaluation procedures are instituted in all project activities;
- Prepare and submit regular progress reports according to the grant contract and requirement of donor presenting the achievements elaborated in the Project Document;
- Ensure that NAPA and donors' visibility and publicity requirements are thoroughly followed;
- Liaison with relevant ministries, affiliated institutions, government bodies and other relevant stakeholders;
- Report to the management of NAPA when requested;
- Manage the information flows between the directing and delivering levels of the Project;
- Manage the production of the project outputs ensuring overall progress and quality use of resources and initiating corrective action if necessary;
- Inform NAPA Acting Director and other relevant staff of any modification of the Project Plans;
- Support to NAPA management during external high level communication and high level visits;
- Supervise PMU staff in the performance of their respective duties and ensure the efficient functioning of the unit;
- Represent the PMU during official visits with national and international audiences in Serbia and abroad.

EXPERT'S PROFILE

Qualifications, skills and general professional experience:



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- 1) University degree in Social Science, Human Resources, organizational sciences, public administration, management or other relevant field.
- 2) Minimum ten (10) years of experience in relevant fields of work (project management and coordination).
- 3) Experience in working with public administration institutions.
- 4) Excellent communication, reporting and presentation skills.
- 5) Experience in team management.
- 6) Pro-active, prioritising, planning, organizing, coordinating, monitoring, reporting, following up.
- 7) Computer literacy (proficiency in Microsoft Office).
- 8) Proficient user of English (understanding, reading, writing and speaking).
- 9) Advanced knowledge of EU policies in the areas of project management.

Specific professional experience:

- 1) Minimum eight (8) years of experience in management of EU-funded projects.
- 2) Experience in overall management related to EU direct grants or EU-funded grant schemes.
- 3) Experience in preparation and delivery of trainings/capacity building activities for public administration.
- 4) Work with or for local EU grant beneficiaries will be considered as an advantage.



ASSIGNMENT FOR POSITION 2 - Programme Coordinator

This ToR defines scope of work, services and results to be provided under the position of a **Programme Coordinator**.

The overall objective is to contribute to quality assurance of management of training process for Senior Civil Servants.

The specific objective is to provide coordination of the processes of implementation and upgrading of training programme according to the needs and results achieved.

Duties

As Programme Coordinator, you will support NAPA and other trainers/experts in preparation, implementation and revision of the training programme for Senior Civil Servants. You will work under the supervision of the NAPA Assistant Director - Head of the Sector for Preparation of Training Programmes and Quality management and Project Manager.

Duration of the assignment from the start date defined in the service contract (TBC April 2021) until the end of the project set as August 31, 2023 (service contract, 100% working time).

In this role, you will:

- Coordinate validation and revision of the training programme modules for Senior Civil Servants (SCS);
- Prepare final versions of the training programme modules for SCS for implementation;
- Coordinate implementation and monitoring of the training programme modules for SCS
Develop Terms of References for experts/trainers in cooperation with Expert for Adult Education;
- Give instructions and feedback to Expert for adult education and trainers related to training programme modules for SCS;
- Map civil servants to participate in the trainings;
- Prepare document for adoption of the Proposal of Annual Training Programme for the Senior Civil Servants in Public Administration, by NAPA and Government of Serbia;



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- Coordinate with the trainers and adult education expert regarding implementation plans, challenges and lessons learned;
- Inform NAPA Assistant Director/s and other relevant staff of anything significant related to SCS training programmes;
- Report on the implemented training programmes to be part of NAPA annual report and reports upon requests of Assistant Director/s and other relevant staff.

EXPERT PROFILE

Qualifications, skills and general professional experience:

- 1) University degree in Adult Education, Psychology, Human Resources Management, Social Sciences or other relevant field.
- 2) Minimum ten (10) years of experience in relevant fields of work (adult education and training) after acquiring University degree.
- 3) Excellent time-management, communication, presentation and reporting skills.
- 4) Excellent team management skills.
- 5) Computer literacy (proficiency in Microsoft Office).
- 6) Proficient knowledge of English language.

Specific professional experience:

- 1) Minimum five (5) years of experience in leading development and delivering training programs/curricula
- 2) Experience in Human Resource Management with an emphasis on capacity building and trainings for managers
- 3) Experience in design and delivery of trainings for the public administration.



ASSIGNMENT FOR POSITION 3 – Project Assistant

This ToR defines scope of work, services and results to be provided under the position of a **Project Assistant**.

The overall objective is to contribute to implementation and monitoring of the direct grant awarded to NAPA by EU Delegation.

The specific objective is to provide support to **Project Manager** and PMU unit in coordination and finalization of the project in line with the grant contract referring the budget, scope of the project and reporting.

Duties

As Project Assistant, you will provide support the **Project Manager** (PM) and PMU unit in implementation of the programme and project activities as elaborated in the relevant Project Document, which includes assistance in development of project action plans and recruitment plans and implementation of day-to-day activities of the Project Management Unit (PMU) related to the implementation of the Project, support to organisation of project monitoring and evaluation and reporting. You will work under the supervision of the **Project Manager**.

Duration of the assignment: from the start date defined in the service contract (TBC April 2021) until the end of the project set as August 31, 2023 (service contract, 50% part-time engagement).

In this role, you will:

- Pro-actively contribute to day-to-day project implementation and ensure conformity to expected results and project action plans;
- Assist the Project Manager in overseeing the activities of the trainers and experts;
- Maintain project correspondence and communication;
- Collect, register and maintain all information on project activities;
- Support the Project Manager in drafting and finalization of Terms of References for consultants and contractors;
- Support monitoring and evaluation procedures in all project activities;
- Contribute to the preparation and implementation of progress reports;



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- Support the Project Manager in ensuring that NAPA and donors' visibility and publicity requirements are thoroughly followed;
- Support PM in reporting to the management of NAPA when requested;
- Support the information flows between the directing and delivering levels of the Project;
- Support the production of the project outputs ensuring overall progress and quality use of resources;
- Support the organization and delivery of PSC meetings including the preparation of documents for the PSC meetings;
- Prepare agendas and arrange appointments and meetings both internal and external related to the project activities and write minutes from the meetings;
- Provide support to the PMU and management of NAPA related to the translation from English to Serbian/Serbian to English (written and verbal communication related to the project).

EXPERT'S PROFILE

Qualifications, skills and general professional experience:

- 1) University degree (Social Science, Organizational sciences or similar) or minimum ten (10) years of experience in relevant fields of work (project management, coordination or assistance).
- 2) Proficient communication, reporting and presentation skills.
- 3) Ability to work independently to efficiently meet deadlines and capacity to act upon challenges.
- 4) Pro-active prioritising, planning, organizing, co-ordinating, following up.
- 5) Computer literacy (proficiency in Microsoft Office).
- 6) Proficient user of English (understanding, reading, writing and speaking).
- 7) Advanced knowledge of EU policies in the areas of project management.
- 8) Experience in working with public administration institutions.



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Specific professional experience:

- 1) Minimum five (5) years of experience in management and/or assistance in the EU-funded projects.
- 2) Experience in overall implementation related to EU direct grants or EU-funded grant schemes.
- 3) Experience in capacity building/training delivery.
- 4) Work with or for local EU grant beneficiaries will be considered as an advantage.

ASSIGNMENT FOR POSITION 4 - PR and Communication Specialist

This ToR defines scope of work, services and results to be provided under the position of a **PR and Communication Specialist**.

The overall objective is to contribute to implementation of the direct grant awarded to NAPA by EU Delegation.

The specific objective is to provide organization and implementation of the visibility activities and project promotion in line with the national and IPA communication and visibility tools.

Duties

As PR and Communication Specialist, you will support implementation of project visibility activities and be responsible for promotion of the project and Public Administration Reform (PAR) in respective sector in general. You will work under the supervision of the Project Manager and NAPA management.

Duration of the assignment: from the start date defined in the service contract (TBC April 2021) until the end of the project set as August 31, 2023 (service contract, 25% part-time engagement).

In this role, you will:

- Be responsible for announcement of the main activities, including trainings to the media and target groups;



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- Communication and cooperation with visibility officer from the Delegation of European Union to Serbia;
- Develop press releases and media announcements, media list with specific journalists, prepare content and textual materials to be published in social networks, organizing interviews in relevant media outlets, regularly communicate with media representatives;
- Prepare internal letters for NAPA staff and SC and relevant ministries;
- Works closely with NAPA Head of Unit for Communication and Coordination
- Communicate all project and training activities to the target group in the most appropriate manner for the respective groups;
- Coordinate efficiently with engaged visibility agency during implementation of project visibility activities;
- Work closely with engaged visibility agency during development of communication strategy and communication plan;
- Ensure greater visibility and public understanding of the projects' goals and results;
- Support development and design of public relations materials and various print material focused on project promotion for internal and external use, and assist with planning and publicizing;
- Support organization of various public events in order to achieve better project understanding, recognition and visibility;
- Work closely with the ministries and other relevant stakeholders to identify the most suitable communication tools for promotion of project activities;
- Report in accordance with national and IPA communication and visibility rules.

EXPERT'S PROFILE

Qualifications, skills and general professional experience:

- 1) University degree
- 2) Minimum five (5) years of experience in relevant fields of work (PR, communication or equivalent).



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- 3) Experience in working with public administration institutions.
- 4) Excellent communication, reporting and presentation skills.
- 5) Ability to work independently to efficiently meet deadlines.
- 6) Computer literacy (proficiency in Microsoft Office).
- 7) Proficient user of English (understanding, reading, writing and speaking).
- 8) Advanced knowledge of EU policies in the areas of communication and visibility.

Specific professional experience:

- 1) Minimum three (3) years of relevant professional experience performing tasks similar to the required job position .
- 2) Evident experience in web publishing and maintenance.
- 3) Experience in developing and implementing communication plans.
- 4) Evident experience in liaising and co-operating with media journalist, government officials, civil and business sector.
- 5) Experience in communication or public relations for capacity building projects will be considered as an advantage.



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The NAPA favours equal opportunity and equitable treatment for all.

To apply please send the following documents to Ms Nataša Radulović, natasa.radulovic@napa.gov.rs by **24th March 2021** at **23:59 CET**, with the subject "Application – *Title of the position*":

- CV in English language (maximum 5 pages),
- short motivation letter in English language,
- sworn statement (in prescribed format, filled, dated and signed)

If candidate wants to apply for more than one position, he/she should submit separate application with clear reference of job position in subject "Application – Title of the position"

Only shortlisted candidates will be contacted for an interview. Please take note of the possibility that the NAPA Evaluation Committee may request references/copies of documentation stated in the CV from the selected candidates at any stage of evaluation process.

CV and personal data of non-selected candidates are not shared with anyone outside NAPA and will be deleted immediately after the recruitment process.

NOTE: Depending on COVID 19 situation in Serbia, NAPA reserves the possibility to organize interviews with selected candidates remotely via Cisco Webex Platform.