

Serbia Accelerating Innovation and Growth Entrepreneurship Project

Administrative Assistant

Terms of Reference

1. Background

Serbia has received a loan from the World Bank Group for the **Serbia Accelerating Innovation and Growth Entrepreneurship (SAIGE) Project**¹ (Project) to support the strengthening of the Serbian Innovation and Entrepreneurship ecosystem. The main objective of the Project is to improve (i) the relevance and excellence of scientific research; and (ii) innovative entrepreneurship and access to finance for enterprise growth, as a way of contributing to Serbia's growth and competitiveness. The European Union Instrument for Pre-accession Assistance (IPA-II) is also providing complimentary financing support for the SAIGE Project. The Project includes the following three components:

Component 1: Research Sector Reforms

Component 2: Enterprise Acceleration

Component 3: Project Implementation, Monitoring, Capacity Building.

The Ministry of Education, Science and Technological Development (MoESTD) is responsible for the overall Project coordination and implementation, as well as execution of Component 1.2 RDI Reforms. Implementation of the Project is carried out by the Project Implementation Unit (PIU) team at the MoESTD comprising of PIU Project Manager, and technical and administrative staff.

2. Objectives of Engagement

The Administrative Assistant will provide administrative and logistical support within the SAIGE Project in order to support PIU activities overall, with particular focus on Subcomponent 1.2 and Component 3 of the SAIGE Project. The Administrative Assistant will provide assistance in all aspects of the PIU support to transformation process of the selected RDIs, overall regulatory reforms inside the scope of the project, organization of the EDP process under the Smart Specialization Strategy², and other PIU activities related to the smooth project implementation wherever administrative support is required, including reporting and fulfilling of the activities which will underpin the programs contained within it.

He/she will work under the overall guidance of the PIU Project Manager and MoESTD Project Officer, and will closely cooperate with Finance and Grant Officer and Operations Officer.

¹ <https://projects.worldbank.org/en/projects-operations/project-detail/P170185>

² <https://pametnaspecijalizacija.mpn.gov.rs/wp-content/uploads/2020/09/Smart-Specialization-Strategy-of-the-RS-for-the-period-2020-to-2027.pdf>

3. Scope of Work

The following are the specific tasks and responsibilities of the Administrative Assistant:

1. Providing administrative assistance to PIU related to Subcomponent 1.2: RDI Reforms, in particular to the activities in connection with the implementation of PIU support to the RDIs under transformation;
2. Administrative support in maintaining records on the Requests for Payments of the RDIs, preparation of payments and supporting documents, and assisting in collecting related reports and maintaining records of supporting documents;
3. Administrative support to procurement and import of goods specific to Subcomponent 1.2: RDI Reforms and required for RDIs undergoing transformation;
4. Assist in maintaining clear and, depending of confidentiality, accessible database of all incoming and outgoing documentation for Subcomponent 1.2: RDI Reforms and safekeeping of PIU files and filing system;
5. Assist in logistical arrangements and preparation of trainings, workshops, conferences, and seminars, related to the Subcomponent 1.2: RDI Reforms and Component 3 of the Project;
6. Assist in administrative aspects related to the organization of the EDP process under the Smart Specialization Strategy, including logistical support;
7. Providing administrative and logistical support for efficient day-to-day functioning of PIU in overall Project implementation;
8. Other tasks related to the Project at the request of the PIU Manager.

The Administrative Assistant will be based within the PIU.

The MoESTD/PIU will provide the requisite office infrastructure, printing, paper and other supplies/services.

4. Experience and Qualifications

- Degree in business administration, public administration, or equivalent (at least first-level degree obtained upon completion of three-year study programme, 180 ECTS, vocational or academic);
- Additional education in public policies, public finances and trainings in accounting;
- Knowledge of the applicable Republic of Serbia laws, regulations and standards in public financials and budget system of the Republic of Serbia;
- Knowledge of the applicable Republic of Serbia laws, regulations and standards in accounting and tax and customs regulations;
- Minimum 5 years of relevant professional experience in administrative procedures in both public and private sectors;
- Experience in finance, accounting and business administration in both public and private sectors;

- Experience in co-operation between officials of the Government and other public authorities;
- Excellent spoken and written Serbian and English;
- Excellent communication, organisation, and teamwork skills;
- Advanced computer skills, including excellent command of Microsoft Office tools (Word, Excel, Power Point).

Selection of consultant

The candidates will be evaluated applying the following evaluation criteria:

- General experience (40 Points)
- Specific Experience relevant to the Assignment (60 Points)

5. Timeframe and Duration

The Administrative Assistant will be engaged on a full-time basis for the duration of the Project with a probation period of 6 months. The current Closing Date of the Project is September 30, 2024.

The engagement could be subject to appropriate extension and increase of the time effort depending on the Project need and performance.

6. Reporting Requirements

The Administrative Assistant will report primarily to the PIU Project Manager. The Administrative Assistant should prepare monthly activity reports (timesheets) in which he/she will summarise key issues and emerging and day-to-day tasks undertaken. In addition, the Administrative Assistant will prepare progress and ad hoc reports and documents where so required by the Project. These reports will be provided on paper (when necessary) and electronically in the English/Serbian language.

7. Terms of Payment

The contract, in the form of the Standard World Bank Time-Based Contract for Small Assignments, will be entered into between the Administrative Assistant and the MoESTD. Payment for services rendered will be made monthly.