



**USAID**  
FROM THE AMERICAN PEOPLE

Projekat za bolje uslove poslovanja  
Business Enabling Project

## **USAID Business Enabling Project in Serbia JOB DESCRIPTION AND STATEMENT OF WORK**

**Position:** Operations / Administration Officer (temporary position in the duration of one (1) month)

**Filled By:** Operations / Finance Department

**Period of Performance:** November 2017

### **Functional / Relational Position in Project**

Reports to: Operations / Finance Director  
Member of: Finance & Admin Team  
Cooperates with: All other teams; Cardno Home Office  
Employer: Cardno Emerging Markets USA, Ltd.

### **A. Key Business Metric Objectives**

- Assistance during Field Office close-out
- VAT exemption
- Application of USAID project administration rules and procedures
- Assist in Project's Operations activities set by Operations / Finance Director

### **B. Scope of Work**

The Serbia Business Enabling Project ("BEP") is a seven-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, and financial market development. It provides 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.

Responsibilities of the Administration Officer include:

- Obtaining VAT exemptions upon request
- Assist in completing the files if necessary
- Assist in packing of the administration files for shipment to Home Office
- Assist in labeling boxes with files for shipment
- Assist in disposition of the Field Office inventory



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- Assist in close-out event
- Assist in managing domestic and international travel arrangements for all BEP-funded travel, including for staff, STTA, and counterparts assigned by Operations / Finance Director
- Assist during all other BEP close-out activities as directed by CoP, Finance / Operations Director, and Cardno home office team
- Other duties assigned by the COP, DCOP, Operations / Finance Director and the Cardno Home Office Project Management Team.

Applications including CV clearly showing adequate technical background and relevant work experience should be sent by e-mail to: [info@bep.rs](mailto:info@bep.rs), **by October 27, 2017**. Only short-listed candidates will be contacted.