

the Ministry of Mining and Energy

Based on the Financing Agreement between KfW, Frankfurt am Main and the Republic of Serbia represented by the Ministry of Mining and Energy,

is announcing a vacancy for a temporary employment of two local experts on the realization of the program Promotion of Renewable Energies: Developing the Biomass Market in the Republic of Serbia

(A contract of Employment for a limited time period)

1 Technical and 1 financial expert

The technical and financial experts will be engaged full time at the Ministry of Mining and Energy during the implementation of the program **Promotion of Renewable Energies: Developing the Biomass Market in the Republic of Serbia** (in further text: the Program) in the period of up to 60 months.

1. One technical expert- The technical expert will be in charge of the implementation of the program; he will elaborate all details, procedures and usual processes towards the realization of all tasks on the implementation of the program; act as a supervisor and will monitor the Consultant regarding technical issues related to planning and conducting of public procurements (ensuring quality of tender documentation); he will give his opinion on technical aspects of reports on tender assessment; work closely with the financial expert (FE) and provide comments and additional information to Consultant's reports; he will perform field visits with the aim to assess the quality of works at the request of the Central Project Implementation Unit (CPIU); monitor compliance with implementation deadlines related to public procurement procedures, duration of works etc.; coordinate with municipalities, heating plants, ministries, SECO, KfW and perform coordination with Program Implementation Units (PIUs) which are responsible for day-to-day implementation and administration of the Program; he will perform all other tasks within the competence of the MoME related to coordination, administration and financial implementation of the Program; he will facilitate and coordinate the operation and maintenance concepts at least three months before the commissioning of the Main Investments.

He will also fulfill reporting obligations vis-à-vis KfW; he will support the MoME and KfW regarding information requirements, support public relation activities (e.g. draft press releases, provide technical and financial data upon request); he will organize and prepare all required documents, participate in CPIU meetings, and prepare the meeting protocol in English language; he will set up of a financial reporting system and keep the official Program files and statistics and facilitate and coordinate trainings and awareness raising activities.

Necessary (minimum) qualifications:

University diploma in the field of mechanical engineering (at least 240 ESPB points); 5 years of work experience as the main designer and/or contractor in the sector of thermotechnics, thermal energetics, process and gas techniques or related fields and possessing a license for responsible designer and/or contractor in these fields (equivalent to Serbian licenses 330 and/or 430); knowledge of Serbian and English language (writing and speaking); computer skills (MS Office and especially MS Excel); high responsibilities in work; excellent administrative, organizational and communication skills; the person is not subject to criminal proceedings and that he/she has not been convicted.

2. One Financial expert

Financial expert will be in charge of the financial part of the implementation of the program; he will prepare requests for the withdrawal of funds, keep records and report on the withdrawal of funds of the

Program and funds of Program participants; participate in the preparation and adequate procedure of adoption and/or modification of program documents; work closely with the technical expert, Central Program Implementation Unit (CPIU) and the Consultant; coordinate the reporting process; monitor compliance with deadlines defined by the Program legal basis; coordinate with municipalities, heating plants, ministries, SECO, KfW and coordinate with Program Implementation Units (PIUs) which are responsible for day-to-day implementation and administration of the Program; assist Technical expert in ensuring quality of tender documentation for concluding contracts on procurement of materials and works; supervise and monitor the work of the implementation consultants ;perform all other tasks within the competence of the MoME related to coordination, administration and financial implementation of the Program.

He will also fulfill reporting obligations vis-à-vis KfW; he will support the MoME and KfW regarding information requirements, support public relation activities (e.g. draft press releases, provide technical and financial data upon request); he will organize and prepare all required documents , participate in CPIU meetings, and prepare the meeting protocol in English language; he will set up of a financial reporting system and keep the official Program files and statistics and facilitate and coordinate trainings and awareness raising activities.

Necessary (minimum) qualifications for financial expert:

University diploma in the field of economy (with at least 240 ESPB points);5 years of relevant experience in financial-accounting jobs, of which 2 years in project management (including experience in project finances and contract management); knowledge of financial and tax regulations, knowledge of Serbian and English language (writing and speaking), high responsibilities in work, excellent administrative, organizational and communication skills; computer skills (MS Office and especially MS Excel); the person is not subject to criminal proceedings and that he/she has not been convicted.

Preferred qualifications for technical and financial expert:

Work experience in the Project Implementation Unit, work experience in projects related to rehabilitations of district heating system with a focus on thermal-technical sector, thermal energy, process and gas techniques (installation of biomass boilers, reconstruction of heating networks, construction of biomass storage facilities, installation of monitoring and control systems in boiler rooms...); experience in conducting international tender procedures is an advantage (particularly in cases based on FIDIC contracting models); experience with International Financial Institutions and/or International donor agencies practical experience in public procurement procedures in line the Law on Public Procurement of the Republic of Serbia; knowledge of German language (writing and speaking).

The candidate must submit: Motivational letter, indicating the earliest date for starting work (in English language, one page), CV (in English language, not more than 3 pages); a certified copy on the diploma of professional qualification; a copy of a certificate or decision or other acts showing and proving employment and qualifications with which the work experience has been acquired; a certificate that the person is not subject to criminal proceedings and that he/she has not been convicted (the certificate must not be older than 6 months) .

The application is submitted to the following address: Ministry of Mining and Energy, 11000 Belgrade, Kralja Milana 36, Sector for Energy Efficiency and Renewable Energy, with the note: “Application for the position of technical/financial expert. Do not open”. The person responsible for providing information on the competition is Biljana Ramić, tel. 011 3604 518.

Only shortlisted candidates will be contacted for interview.

Applications for the job vacancy received by any other means, applications with inadequate documentation and incomplete or untimely application will not be considered. Interviews with

shortlisted candidates will be conducted within 10 days after the expiration of the application deadline. The announcement is open 15 days from the date of publication.