**WBTTF Project**

 **TERMS OF REFERENCE**

## Administrative Assistant / Officer

**Background**

The International Bank for Reconstruction and Development (IBRD) has granted to the Republic of Serbia (RoS) EUR 35 million loan for The Western Balkan Trade and Transport Facilitation Project (WBTTF). WBTTF project is a part of a Multiphase Programmatic Approach covering in the first phase Serbia, Albania and Republic of Macedonia supporting a combination of investments, technical assistance and regulatory and institutional reforms. WBTTF project aims to support Western Balkan governments to promote deeper economic integration, within the region and the EU by assisting with the implementation of measures aiming at: facilitating cross-border movement of goods, enhancing transport efficiency and predictability and enhancing market access for trade in services and investments.

**Objective**

Objective of the Projectis to reduce trade costs and increase transport efficiency in the Western Balkans. The program is structured around the following four components, which are common across the region and phases, albeit the specific scope of activities is adjusted for each beneficiary. Component 1: Facilitating movement of goods across the Western Balkans.The component focuses on (a) the design and adoption and implementation of the National Single Window (NSW); (b) the improvements of border crossing points and crossing points in selected trade corridors, and the implementation of Electronic Data Interchange (EDI). Component 2: Enhancing transport efficiency and predictability. This component will focus on (a) the adoption of an Intelligent Transport System (ITS) and corridor performance monitoring, and (b) the improvement of Railway Level Crossings (RLC). Component 3 -Improve market access in services and foster regional investments Support through technical assistance for the implementation of regulatory and institutional reforms to align with the parties specific commitments under: Central European Free Trade Agreement (CEFTA) Additional Protocol 6; and Multi-annual Action Plan for a Regional Economic Area in the Western Balkan (MAP). Component 4. Support project implementation units (PIU) and provide additional technical support, including for policy coordination, operating costs, and monitoring and evaluation of the program.

The project implementation will be anchored in the Ministry of Construction, Transport and Infrastructure (MCTI) and procurement and fiduciary roles are hosted in the Central Fiduciary Unit (CFU) within the Ministry of Finance. The MCTI will be ultimately accountable for execution of project activities and the project implementation would rely on its existing structures, with the additional support of the Project Implementation Unit (PIU) that will be established under the project. Decisions will be made by the MCTI in coordination with the PIU. The PIU will have direct responsibility for project management, coordination, and implementation /enforcement. The PIU will report to the MCTI management and will be responsible for day-to-day project implementation, for preparing TORs, reviewing documents, overall project coordination, monitoring activities, safeguard, and reporting.

## Scope of Work – Administrative Assistant/ Officer

## The scope of work of the Administrative Assistant/ Officer shall include, but not be limited to the following:

office supplies management, including the bank visibility material

* Provide support in preparation of overall management activities for the project;
* Provide support in book-keeping in a manner required by the relevant financier;
* Keep up-to-date and prepare for archiving/safeguarding all documentation relevant for project preparation and implementation;
* Collect and prepare for verification all documents relevant for project preparation and implementation, with special focus on financial documents and reports;
* Monitor financial transactions of projects within the PIU;
* Support preparation of project documentation, including timely submission of all documents related to annual performance statements of all project support beneficiaries;
* Support Head of PIU in ensuring compliance of all activities within the PIU;
* Support development and implementation of the project’s financial administration system
* Draft regular project-level performance status reports for both internal and external use;
* Implement procedures and templates for preparation and drafting semi-annual and annual statements and review of financial performance;
* Preparing drafts of internal documents relevant for the Project implementation;
* Monitor PIU expenditures against approved budget;
* Close cooperation and regular communication with CFU Specialists;
* Perform other project management duties in support of project preparation and implementation as required by the Head of PIU.

**Reporting requirements**

The Consultant will work under supervision of and report to the Head of PIU.

**Qualification criteria**

The Administrative Assistant /Officer should possess:

* Minimum University-level Degree, advanced degree would be considered as an asset;
* At least 5 years of professional experience in related jobs;
* Experience in administration, book keeping and archiving;
* Experience in cooperation, correspondence and communication with the public sector;
* Excellent writing, communication and data manipulation skills;
* Knowledge of computer, office software and web-based applications use;
* Ability to function within a team, deliver when working under pressure and within changing circumstances;
* Strong writing/reporting and presentation skills;
* Strong interpersonal, networking and team building skills.
* Knowledge and practice of administrative procedures of the World Bank related projects would be considered an asset
* Excellent knowledge of written and spoken Serbian and English
* Prior professional experience in projects related to implementation reform processes, as well as social welfare and the environment or performance management sphere in organizations or projects related to reform processes implementation, public policies in various branches of the Government would be considered as an asset;
* Prior professional experience with international, regional, or bilateral World Bank and/or other donors-funded projects would be considered an asset;
* Experience in progress reporting, prior organizational, logistical and administrative experience working in government and nongovernment sector;
* Knowledge of financial and procurement aspects related to projects funded by international donors would be considered as an asset;
* Training activities in the field Planning and Programming would be considered as an asset;

**Length of assignment**

The Consultant shall provide full time services for the life of the project, i.e. until December 15, 2025, with a probationary period of six (6) months.

**Facilities to be provided to the Consultant**

MCTI will provide the Consultant with suitable office space and office equipment (PC, telephone, internet connection, etc.) and access to office services as required.

**Confidentiality**

The Consultant undertakes to maintain confidentiality on all information that is not in the public domain and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment.

**Selection of Consultant**

The Consultant will be selected applying Open competition method.

The Consultant is eligible and his selection does not create any conflict of interest as provided in the Bank`s Procurement Regulations.