



Republic of Serbia
GOVERNMENT
EUROPEAN INTEGRATION OFFICE



Cross-border Programme
Serbia - Bosnia and Herzegovina



This project is co-funded by EU

Job description – JTS Task Manager:

Position: Task Manager of the Joint Technical Secretariat (hereinafter “the JTS”) for IPA Cross-Border Programme Serbia - Bosnia and Herzegovina

Location: JTS Headquarters in Užice, Serbia, Nemanjina 52

Supervised by: Head of the JTS, relevant monitoring committee, Head of the CBC Body

Duties and Responsibilities

The division of tasks and responsibilities amongst the employees of the JTS/Antenna will depend on the internal organization of work. Following are the tasks and responsibilities that will be divided amongst the JTS/Antenna Task Managers:

Calls for Proposals – launching phase

- Draft Annual Work Programmes;
- Draft timetable for each Call for Proposals;
- Organise partner search forums;
- Draft Calls for Proposals and all related documentation;
- Ensure publication of Calls for Proposals in all appropriate media;
- Organise workshops for potential applicants;
- Prepare presentations for workshops and information sessions;
- Answer relevant queries on Calls for Proposals from interested applicants by the given deadlines.

Calls for Proposals - evaluation phase

- Draft a proposal for the membership of the Joint Steering Committee (evaluation committee for Calls for Proposals);
- Provide administrative support for the JSC
- Preparing ToRs for assessors;
- Assist with the receipt, registration and storage of proposals received;
- Provide the secretarial function to evaluation committees (all stages);
- Draft letters to applicants;
- Carry out budgetary adjustments and clarifications of selected project proposals;
- Draft lists of grants awarded for publication;
- Record statistical information on each Call for Proposals.

Project monitoring

- Draft an Implementation Package for beneficiaries;
- Organise Implementation Seminars for beneficiaries;
- Open and maintain files for each contract;
- Maintain a help-line for beneficiaries;
- Check and approve each procurement procedure over the threshold for single tenders (before the tender is launched and again after the evaluation and prior to signature of contract) ex-ante;
- Receive, analyse and follow up 4 monthly progress reports received from beneficiaries; draft summary reports on the 4 monthly progress reports;
- Draft an indicative monitoring visit schedule;

- Conduct monitoring visits, draft monitoring visit reports and follow up;
- Keep relevant up-to-date project information in electronic form.

Programme monitoring

- Draft Annual Implementation Reports (or equivalent documentation for Joint Monitoring Committees not scheduled to examine such reports) and the Final Implementation report;
- Provide assistance in the evaluations of the programme implementation;
- Draft and/or amend programme documents and relevant procedures as required;
- Provide secretary function of the Monitoring Committee;
- Provide any relevant information to the Operating Structures in the participating countries as required.

Publicity, visibility and information

- Assist with drafting of a Communication Action Plan;
- Assist with the maintenance of programme website;
- Participate in the organisation of events as indicated in the JTS work plans, timetables for Calls for Proposals, and/or Communication Action Plan;
- Participate in the preparation and production of printed materials as indicated in JTS work plans and/or Communication Action Plan;
- Take care that the Programme is transparent at all levels and present in media and on printed materials.

Financial and administrative conducting of the Project “Technical Assistance for Implementation of the CBC Programme Serbia – Bosnia and Herzegovina” (further in text: the Project):

- Prepare the Project proposal and the Budget;
- Prepare tender documentation;
- Prepare and submit narrative financial reports regarding the Project’s implementation to the supervising units.

Other

- Process projects selected by the Joint Monitoring Committee outside a Call for Proposals as required by the Operating Structures and the Head of the JTS;
- Report on any identified irregularities immediately;
- File all documents as appropriate, either in physical or electronic form, or both.