**Terms of Reference – NKE – Financial/Administrative Assistant**

**Position**: Financial/Administrative Assistant for the IPA II Cross-Border Cooperation Programme Serbia - Bosnia and Herzegovina 2014-2020 (hereinafter referred to as “the programme”)

**Location**: Directorate for European Integration premises in Sarajevo

**A Overall objective**

In accordance with the Commission Implementing Decision C(2014) 9421 adopting a Support Measure for Technical Assistance for cross-border cooperation programmes between IPA II beneficiaries under the instrument for pre-accession assistance (IPA II) for the year 2014 (dated 10 December 2014), the first technical assistance allocation under the Programme will be made available via direct award of a service contract concluded between the Delegation of European Union to the Republic of Serbia and the European Integration Office of the Republic of Serbia (hereinafter “the SEIO”). This service contract and all subsequent ones will provide support to the work of the Operating Structures (OSs) in both participating countries and of the Joint Monitoring Committee (JMC) in ensuring efficient set-up, implementation, monitoring and evaluation of the Programme. This will be achieved through the establishment and operation of a JTS whose main office is located in Užice and its antenna in Tuzla. The JTS will be in charge of the day-to-day management of the Programme and will be reporting to the OSs and JMC.

In addition to the abovementioned and in line with the Organisation and Methodology and budget of the TA service contract No. 2015/372-119 concluded between the Delegation of the European Union to the Republic of Serbia and the SEIO on 31 December 2015, engagement of NKE within the BiH Operating Structure is envisaged.

NKE - Financial/Administrative Assistant shall discharge his or her duties for at least 220 working days through the contract implementation period (from April 2017 to April 2019) and under the direction of the Head of the JTS, be responsible for:

* Assisting in ensuring the smooth administration of the JTS – performing administrative tasks related to JTS staff and activities
* Receipt, registration, dispatch and forwarding of documents submitted in physical and/or electronic form
* Assisting/participating in development and maintenance of a system relating to financial management of the TA Service Contract
* Provision of advice and information to the JTS/Antenna staff on financial issues related to implementation of the TA Service Contract
* Monitoring of financial aspects of the awarded TA Service Contract and assisting/participating in preparation of relevant reports (narrative and financial)
* Provision of translation as required

Formally, the Financial/Administrative Assistant will be reporting to the Head of JTS as the Team Leader as well as to the Project Manager appointed by the Directorate of European Integration of BiH, which means that monthly reports and timesheets need to be signed by both, the Head of the JTS and the Project Manager.

The working place will be based in the DEI Headquarter. The position includes also travelling, mainly throughout the programme area for assisting in organization and attending different events in the field, as appropriate, being responsible mainly for assisting in logistical arrangements and matters related to tenders and finances.

**B Responsibilities and tasks**

Where assistance from the Financial/Administrative Assistant is indicated below, this task shall consist of providing administrative support (e.g. translation, scanning, copying, hiring premises, arranging for transportation, etc).

Managing technical assistance

* Assist in maintaining up-to-date electronic information on the consumption of man-days (experts) and finances (costs incurred, funds disbursed and remaining) under the service contract
* Assist on / participate in the preparation of reports (financial and narrative) on technical assistance under the service contract
* Assist with / participate in the preparation and submission of requests for payments under the service contract, related documentation and any amendments
* Assist with preparation of requests for ex-ante approval of costs under the service contract including travel and per-diem costs for JTS, DEI staff and JMC members;
* Assist / participate in drafting procurement documentation for supplies or services for administrative issues (e.g. interpretation, translation, printers) to be contracted under the service contract;
* Assist in managing the resulting procurement procedure and contracts, including checks of invoices and related technical documentation;
* Participate in review of the expenditure verification reports drafted by the auditor of the service contract;
* Assist in calculating the monthly remuneration of experts (key and non-key);

Calls for Proposals

* Assist with the organisation of partner search forums if deemed appropriate
* Assist with the organisation of workshops for potential applicants
* Assist with the organisation of project clinics if deemed appropriate

Project monitoring

* Assist with the organisation of Implementation Seminars for beneficiaries

Programme monitoring

* Assists in dissemination of relevant information and documentation towards National representatives in the JMC
* Receive and forward information or correspondence pertaining to the Joint Monitoring Committee

Publicity, visibility and information

* Assist with the organisation of events as indicated in the JTS work plan, timetables for Calls for Proposals, and/or Communication Action Plan
* Assist with the preparation, submission and production of printed materials as indicated in JTS work plans and/or Communication Action Plan

Other

* Ensure that all documents are appropriately filed either in physical or electronic form, or both.
* Provision of administrative support to JTS staff/Project Manager and other technical assistance under the service contract (scanning, printing etc)
* Translation of relevant documentation from English into one of the languages of the participating countries or vice versa
* Fulfilment of any other tasks assigned by the Head of the JTS and/or Project Manager

**Professional requirements**

The Financial/Administrative Assistant must meet the following minimum criteria:

* University degree (VII level of high education or First Cycle: Bachelor's Degree, which includes minimum 180–240 ECTS credits) preferably in economics, or financial management, or business administration;
* Fluent in English (speaking and writing) and in one of the official languages of Bosnia and Herzegovina and Serbia;
* Good communication skills;
* Computer literacy;
* Driving licence (B category).

*General professional experience*

* At least 5 years of professional experience after the University degree.

*Specific professional experience*

* At least 2 years of relevant professional experience in (assisting in) financial/accounting management of projects/programmes funded by the EU or other donors) including administrative tasks;
* Experience in at least 1 EU-funded project/programme preferably related to Cross-border Cooperation under IPA.
* Knowledge and experience with Practical Guide to Contract Procedures for EC External Actions (PRAG), in particular for grants and service contracts will be an asset;
* Knowledge and experience with laws, regulations and rules in BiH, including taxation, social security and labour regulations, accounting, reporting and the relevant national procurement legislation.