



# Municipal Infrastructure Support Program

An EU funded project

Under an IPA2008 assignment by the Delegation of the European Union to Serbia, the Consortium, consisting of

## Eptisa, Royal Haskoning and VNG,



assists the Serbian Government in preparing technical and financial project documentation and in monitoring of implementation of municipal infrastructure projects under the **Municipal Infrastructure Support Program (www.misp-serbia.rs)**.

The overall objective of MISP is to 'strengthen the capacity in Serbia, as required by candidates for EU Membership, to develop and implement policy reforms on the decentralisation of local government leading to improved local governance, better management of municipal infrastructure services, and the capacity of municipalities to programme and absorb EC investment funds for new and rehabilitated assets'.

### **The purposes of MISP are:**

- An improved institutional and regulatory framework for municipal infrastructure services and support for PUC Reforms;
- Improved municipal infrastructure programming and project preparation;
- Implementation of municipal infrastructure projects (a.o. water supply, wastewater, solid waste management, district heating, tourist sites, urban renewal, industrial parks and social infrastructure).

The project starts in February 2010 and continues for three years.

A team of 50 international and Serbian experts will execute the project. We are looking for qualified professionals for the following positions:

## PART A

MISP code	Position	Tasks and responsibilities
JR01	Deputy Team Leader	Overall support to the Team Leader for general affaires, donor and fund coordination, Task Forces, etc
JR02	PR and Events manager	Organization of public relations, events, trainings, International Study Tours, assuring EU visibility etc.
JR03	Economist/Deputy Component Leader	Full assistance to the senior Component Leader in establishing the national Policy Dialogue on PUC Reforms. Review policy issues and institutional reform requirements.

<b>MISP code</b>	<b>Position</b>	<b>Tasks and responsibilities</b>
		<p>Liaise with the Working Group of the Ministry of Economy and Regional Development.</p> <p>Organize policy seminars and round table sessions</p> <p>Provide an economic analysis of organisation and investment options, investment planning, tariff design, cost estimates etc.</p> <p>Assist in the establishment of identification and prioritization procedures for project selection.</p> <p>Maintain contacts with Serbian Government Agencies.</p>
JR04	Accountant	<p>Review and prepare the financial statements of the municipalities,</p> <p>Review the accounts systems,</p> <p>Prepare audit systems,</p> <p>Assist in the corporate planning exercises etc.</p>
JR05	Legal expert	<p>Designing regulatory instruments with regard to public utility management and service delivery.</p> <p>Legal aspects of PUC Reforms on national level.</p> <p>EU Compliance issues, Conditionality in Loan Documents, Legal Issues in Regulation.</p> <p>Prepare (pre-) feasibility studies.</p> <p>Legal advice within municipal infrastructural projects, a.o. related to permitting, approvals, ownership issues, national legislation and EU legislation, etc;</p> <p>General legal advice and consultancy.</p>
JR06	Public awareness specialist	<p>Establish a process for an outward-looking approach to the end-users by the PUCs.</p> <p>Promote SLAP2.0 Information System to municipalities, other projects and potential donors.</p> <p>Develop and implement promotional campaigns for each investment project (Works contracts).</p> <p>Cooperation with PR and Events manager.</p>
JR07	HRM capacity building expert/Institutional expert	<p>HR policies and practice of management capacity building in PUC's.</p> <p>Human resource development, personnel management.</p> <p>Training.</p> <p>Prepare (pre-) feasibility studies.</p>
JR08	HRM/Capacity Building expert II	<p>General support to comp II activities in the field of HRM and Capacity Building.</p>
JR09	Trainer/Facilitator	<p>Organize Workshops and trainings</p> <p>Overall Training Plan, QAQC training, Training of Trainers, etc.</p> <p>Review training needs and develop training plans</p> <p>Deliver trainings</p> <p>Cooperation with PR and Events manager.</p>
JR10	Economist	<p>Prepare (pre-) feasibility studies.</p> <p>Assist in the establishment of identification and prioritization procedures for project selection.</p> <p>Assist in financial and economic cost benefit analysis.</p> <p>Assist in analysis of Municipal Finance.</p> <p>Maintain contacts with Serbian Government Agencies.</p>
JR11	Head Engineer (general)	<p>Prepare (pre-) feasibility studies.</p> <p>Preparation and update of design documents.</p>
JR12	Engineers (water, waste)	<p>Prepare (pre-) feasibility studies.</p> <p>Assist in technical analysis of municipal infrastructure projects.</p>

<b>MISP code</b>	<b>Position</b>	<b>Tasks and responsibilities</b>
JR13	Engineers (general assistance)	Prepare (pre-)feasibility studies
JR14	Environmental and Solid waste expert	Prepare (pre-)feasibility studies, Execute assessments of environmental impacts of projects. Master Plan closure 5 dumpsites Pirot District. EIA supplements for Pirot District, Krusevac and Vrbas.
JR16	MIS Expert SLAP	Promote, maintain and update SLAP2.0 Information System. Identify and list prospective projects in the field of municipal infrastructure Guide municipalities to input and update infrastructure projects profile documentation. Liaise with relevant Ministries, the IFIs and the donor's community to promote the use of SLAP. Closely liaise with the MISP consultancy team on technical issues and the assessment of the projects profile documentation of the database. Full time secondment in the SCTM
JR17	Engineer (general)	General assistance for engineering issues in SLAP team in the SCTM. Full time secondment in the SCTM
JR18	Assistant Chief Engineer (Procurement Expert)	Support the employer throughout the tendering process, Assist in launching tenders, Provide clarifications, tender evaluations, and contract awards and reporting according to EU standards. Provide training in supervision according to FIDIC rules. Preparation of tender documentation.
JR19	Economist	Deputy Project manager for FOPIP's (Financial and Operational Improvement Programs) in the public utility companies in Pirot, Krusevac, Vrbas and Sremska Mitrovica. Prepare and implement FOPIP's
JR19	Institutional/HROD expert	Human resource development, personnel management. Prepare and implement FOPIP's. Institutional HROD.
JR20	Financial Management/Tariff expert	Prepare and implement FOPIP's.
JR21	Customer relations/Billing Expert	Prepare and implement FOPIP's.
JR22	Sanitary engineer	Prepare and implement water related FOPIP's.
JR23	Solid waste engineer	Prepare and implement waste related FOPIP's.
JR24	IT/MIS expert	Prepare and implement FOPIP's.
JR25 and JR 26	Chief Resident Engineers	Supervision of Works contracts in Krusevac (water supply), Vrbas (waste water) and Sremska Mitrovica (sanitary landfill). Contract administration, including all reporting. Coordination of all supervision activities. Define protocols and procedures. Knowledge of civil works (hydro, structural and roads) mechanical and electrical installations and geotechnology. Working knowledge of FIDIC Conditions of Contract. Active transfer of knowledge to the beneficiary. All tasks for the supervision according to IPA standards Issuing of the final acceptance certificate and closure of contract. Processing of contractors' payment certificates and variation orders.

**For the positions under A the following minimal qualifications and skills are required:**

- a relevant University degree or equivalent
- at least three years of relevant experience in Serbia,
- professional consultancy experience in a similar task environment
- excellent communication skills,
- fluent knowledge of both Serbian and English language
- excellent reporting skills,
- Outstanding team spirit and enthusiastic approach.
- Driving licence.
- And for positions JR25 and JR26: a valid license issued by the Serbian Engineering Chamber for the supervision activities.

The major share of the activities will be executed from our Belgrade office. Most of the positions require weekly travelling through Serbia, including multi-day missions.

## **PART B**

The consortium will provide contract administration and works supervision services to municipal infrastructure projects in a.o. Krusevac (water supply), Vrbas (waste water) and Sremska Mitrovica (sanitary landfill). The projects are in advanced stage of tendering. The consortium will supervise the Works contracts in compliance with FIDIC and applicable Serbian construction Law.

We are looking for candidates to execute the mentioned tasks:

1. Secure implementation of the works in compliance with the contracts and within time and budget frames,
2. Prepare the reports and other documentation required under FIDIC and by the EC (PRAG) procedures,
3. Contract administration and management duties throughout the duration of the assignment, proper supervision and control of the Project.
4. Act as the Supervisor Engineer under the Serbian Construction Law and
5. Full responsibility for implementing all requirements of the Serbian legislation with regard to the Supervision of the Works, the procurement and issuing of construction documentation.

<b>MISP code</b>	<b>Position</b>	<b>Tasks and responsibilities</b>
JR27	Resident Engineer KS	Full time in Krusevac
JR28	Assistant resident engineers KS	Several persons
JR29	Resident Engineer VBK	Full time in Vrbas
JR30	Assistant resident engineers VBK	Several persons
JR31	Resident Engineer SMSA	Full time in Sremska Mitrovica
JR32	Assistant resident engineers SMSA	Several persons

**For the positions under B, the following minimal qualifications and skills are required:**

- a relevant University degree or equivalent,
- At least two years of experience in Serbia his/her area of expertise.
- professional consultancy experience in a similar task environment
- a fluent knowledge of Serbian and English,
- IT knowledge,
- excellent writing skills
- Valid license issued by the Serbian Engineering Chamber for the supervision activities.
- Driving licence.
- Outstanding team spirit and enthusiastic approach.

Resident engineers will be full time located at the sites. Assistant Resident Engineers will frequently visit the sites. Occasional travelling to Belgrade will be required.

### **Applications**

The employment period will be during the project duration with the possibility of extension. We offer competitive salaries in accordance with market rates. We invite candidates who are confident that they meet the requirements to react **till the 20<sup>th</sup> January 2010** and submit their CV in EU format in the English language to **konkurseptisa\_52534@infostud.com**

Additional information can be enquired at Mr. Cok van Schooten, Team Leader of the project (**cvanschooten@misp-serbia.rs**).

Please be advised that we will only contact those candidates that are selected for an interview. Please refer to the code of the position when sending in your application.