**Public call for hiring a project manager within the project "EU support for migration management in Serbia - Reception and protection services III"**

The Commissariat for Refugees and Migrations of the Republic of Serbia, as the coordinator of the project "EU Support for Migration Management in Serbia - Reception and Protection Services III" - Grant Agreement between the European Union, represented by the European Commission and the Commissariat for Refugees and Migrations of the Republic of Serbia, announces a **Public Call for hiring a project manager:**

**JOB DESCRIPTION**

**Responsibilities/tasks:**

1. To manage the entire implementation of project activities in accordance with the project document, the policies of the Serbian Government and the donor requirement.

2. To implement procedures in accordance with PRAG rules

3. Coordinates the work of the Commissariat, donors and other beneficiaries in order to plan and implement all project activities.

4. To supervise and coordinate the work of the Programme Implementation Unit (PIU)

5. To ensure effective implementation of project activities

6. To develop a plan for the implementation of project activities with a clearly defined time frame, associated obligations and deadlines

7. To monitor the realization of project activities in order to ensure smooth implementation of project activities

8. To participate in the preparation of financial, narrative and other reports in accordance with the donor's requirements

9. To represent the Commissariat and the PIU at relevant meetings and events related to the project

10. To establish a system for information exchange, reporting and coordination among partners and beneficiaries

11. To perform regular field visits to monitor project progress and results

12. To perform other duties determined by the Commissioner arising from the needs of the project implementation.

**Education and experience:**

• Acquired higher education at basic academic studies in the amount of at least 240 ECTS points, master's academic studies, specialist academic studies, specialist vocational studies, i.e. basic studies lasting at least 4 years or specialist studies at the university,

• Knowledge of Serbian (mother tongue) and English,

• Knowledge of PRAG procedures and EU rules for project implementation,

• A minimum of 2 years of experience in the implementation of projects financed by international donors, especially the EU,

• Minimum 1 year of experience in project management,

• High degree of communication skills,

• High level of efficiency and ability to solve problems,

• Dynamism and responsibility,

• Knowledge of working on a computer within the MS package,

• Ability to work in a team and independently,

• Work on the implementation of projects in the field of migration (advantage),

• Knowledge of domestic and international standards in the field of migration management (advantage),

• Work experience in the areas of competence of the Commissariat (advantage).

• That candidate has not been sentenced to an unconditional prison sentence of at least six months

Application for the public call is made by submitting the application documentation via e-mail to the address [projektindividualnamera@kirs.gov.rs](mailto:projektindividualnamera@kirs.gov.rs), with the note *Public call for the position of project manager*. The deadline for submitting applications is 8 days from the publication of the public call. The candidates that submitted incomplete and untimely documentation will not be taken into consideration.

The complete application documentation contains: the applicant's CV, proof of education, proof of knowledge of the specified language(s) and previous work experience of the applicant.

A certificate that the applicant has not been sentenced to an unconditional prison sentence of at least six months (excerpt from the criminal records of the competent Police Department issued after the announcement of the competition) must be submitted within 30 days from the day of the start of employment at the latest.

Contact phone: 011/312-95-85, e-mail: [projektindividualnamera@kirs.gov.rs](mailto:projektindividualnamera@kirs.gov.rs).

The exact start date of the work engagement will be determined after the finalisation of the public call.

The Commissariat for Refugees and Migration will only contact candidates that meet the conditions of the public call and conduct an interview.

For all other relevant information, interested candidates can contact the above phone number and email.