



Republic Geodetic Authority

REQUEST FOR EXPRESSIONS OF INTEREST CONSULTANCY SERVICES

Republic of Serbia
Real Estate Management Project (REMP)
IBRD Credit No. 84860

Assignment Title: Office Assistant
Reference No. SRB-REMP-8486YF-IC-CS-17-091

The Republic of Serbia / Republic Geodetic Authority has received financing from the World Bank toward the cost of the Real Estate Management Project, and intends to apply part of the proceeds for consulting services to skilled professional, for period of one year, with trial period of 3 months and with possible extension based on a satisfactory performance, but not longer than for a period of project duration. as a members of the Project implementation unit (PIU):

- Office Assistant

The consulting services (“the Services”) include performance of the tasks defined in TOR, ensuring that the relevant project objectives and targets are achieved within the time and costs specified in the LA and PAD as agreed on the annual work plan and procurement plan. Consultant will work within a multi-discipline team of permanent and temporary consultants recruited to fulfill certain tasks within the project, and it is led by the PIU Director. Supporting the PIU Director to meet the overall project objectives, including: Assist to other PIU members to achieve overall Project objectives; Assisting process of general office management and filing documents; Maintains Project databases in analog and digital format, in the office management field; Maintain bulk supplies for the office needs; Organizes office equipment servicing; Types and copy documents; Produces consumables procurement plan; Provides organizational and technical assistance in preparation of various PIU documents (e.g. tendering documents, reports, letters); As needed, provides assistance in correspondence and communication regarding the Project implementation.

The Republic Geodetic Authority now invites eligible individual consultants to indicate their interest in providing the Services. Interested Consultants should provide Cover Letter and CV demonstrating that they have the required qualifications and relevant experience to perform the Services.

The shortlisting criteria are:

Professional Expertise Required

- High school graduate;
- At least 5-years operational experience of administrative and office work in public institutions or private sector according to Serbian standards;
- Knowledge of administrative and office work according to international standards;
- Knowledge of written and spoken Serbian and English language;
- At least a 3-year experience of working as an office assistant;

- Computer literate, including familiarity in the use of Windows and MS software (Word, Excel, Power Point, Outlook).

Desirable additional expertise:

- Experience in implementation of projects funded by the World Bank or the EU.

The following selection criteria with corresponding points will be used for the above the position in the evaluation procedure:

– Specific experience relevant to the assignment	50 pts
– Qualifications for the assignment	30 pts
– Competence for the assignment	20 pts

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank’s “*Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers*”, published by the World Bank in January 2011 (“Consultant Guidelines”), setting forth the World Bank’s policy on conflict of interest.

A Consultant will be selected in accordance with the IC procedure set out in the “*Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers*”, published by the World Bank in January 2011.

Further information can be obtained at the address below during office hours 09:00 to 15:00 hours.

Expressions of interest must be delivered in a written form to the address below or by mail by **July 7th, 2017, 12:00 AM**

When submitting Expressions of interest please indicate assignment and reference number for which you are applying.

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Project Implementation Unit
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