



## EU4PAR - Complementary assistance to sector performance reform contract for PAR

### CALL FOR APPLICATIONS FOR THE REQUIRMENT OF NON-KEY EXPERTS

The EU funded project “EU for Public Administration Reform - Complementary Assistance to Sector Performance Reform Contract for Public Administration Reform (EU4PAR)” is opening a **Call for Applications** for the creation of a pool of experts for the employment of short-term expertise during project implementation.

#### Project context:

The **overall objective of the project** is to further improve Public Administration (PA) operations and the quality of policy making in line with European PA principles and to deliver high quality services to citizens and businesses, as well as professional PA that will significantly contribute to economic stability and raise living standards.

The **purpose** of the contract is to strengthen and improve the Serbian PA reform (PAR) strategic framework through further planning, monitoring and evaluation, implementation, communication and capacity building.

COMPONENT	TARGET RESULT
<b>Project Component 1:</b>	Strengthened PAR coordination and monitoring framework;
<b>Project Component 2:</b>	The PAR strategic framework and evidence-based policymaking are strengthened and further developed;
<b>Project Component 3:</b>	PAR communication and visibility measures are continuously (systematically) planned and implemented, including the area of EU support to PAR.

The Contract has been awarded by the European Union, represented by the Delegation of the European Union to Serbia (Contracting Authority of the Project), on behalf of and for the account of Serbia as beneficiary country to the consortium led by GOPA Worldwide Consultants with its partners GOPA PACE, PricewaterhouseCoopers Serbia and Belit d.o.o.

Implementation **started in February 2025** and will **last until January 2027**.



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### The consortium intends to recruit experts in the following fields of expertise:

1. PAR Strategic Framework and Reporting
2. Policy Planning and Development, Coordination Tools and Means
3. Human Resource Management and Civil Service Reform
4. (Managerial) Accountability and Transparency in Public Administration
5. E-Government and Public Service Delivery
6. Public Finance Management (policy costing and budgeting)
7. Public Policy Management and Regulatory Reform
8. Impact Assessment (including regulatory and policy impact assessment and evaluation)
9. Quality Management / Common Assessment Framework
10. Inter-ministerial Coordination at the Centre of Government
11. Training Needs Analysis and Capacity Building in the Civil Service
12. PAR Communication and Visibility
13. Policy Dialogue - EU Budget Support and Donor Coordination

### Minimum Requirements for Senior Experts (All Positions):

- A relevant university degree, or equivalent 12 years of professional experience.
- At least five (5) years, preferably seven (7) years, of professional experience in their area of expertise.
- Fluency in written and spoken English and knowledge of Serbian; good communication and reporting skills.

### Minimum Requirements for Junior Experts (All Positions):

- A relevant university degree, or equivalent 6 years of professional experience.
- At least three (3) years of professional experience in their area of expertise.
- Fluency in written and spoken English and Serbian; good communication and reporting skills.

The identified profiles and requirements are subject to potential changes and amendments as needs arise in coordination with the beneficiary institutions, during the course of project implementation.

**Application Process:** Qualified candidates are encouraged to apply for one or more positions in accordance with the published skills/qualifications required. Please indicate in the subject line of your application/email the field(s) of expertise you are applying for and whether you are considering junior or senior roles.

### Required Documents:

- CV in English in EU format (CV template, download [here](#)), clearly presenting your relevant experience and projects you have worked on (not longer than 3 pages), including an indication of working days/months per each assignment/employment.
- The signed GOPA privacy statement (download [here](#)).

**Submission Deadline:** Applications must be sent by email to [eu4parserbia@gopa.de](mailto:eu4parserbia@gopa.de) by **02 March 2025 at the latest.**

**Selection Process:** Based on an assessment of candidates' CVs, experts with relevant experience will be shortlisted and included in a pool of experts. The shortlisted candidates will



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be contacted during the course of project implementation as needs arise. A panel will select experts for specific assignments based on a thorough evaluation of shortlisted candidates' relevant experience throughout project implementation. Only selected candidates will be contacted.

**Conflict of Interest:** Experts must be independent and free from conflicts of interest within the activities to be performed, as elaborated in specific Terms of Reference (ToR). Civil servants/public officials and other staff of the public administration of the Beneficiary country cannot be recruited as experts. Applications not meeting the minimum requirements/criteria will not be considered.

**Supporting Documents:** In case a candidate is selected for a specific assignment, electronic copies of all relevant diplomas and work certificates need to be provided as accompanying evidence of the candidate's CV and proof of relevant work experience.

**Contracting:** Contracting can be arranged either through our consortium partners in Serbia via a service contract with a freelance expert (Ugovor o autorskom delu or Part-time work contract) or, if you have a registered sole proprietorship agency (preduzetnik), through a direct service with GOPA Worldwide or other partners. For the latter option, please be prepared that you may be required to provide the following certifications and proofs:

- the registration certificate of the company,
- a certificate of good conduct from the management/directors of the company (this could be yours in case this is a one-person company),
- a judicial certificate of the company,
- proof of payment of taxes,
- proof of payment of social security contributions, and
- proof of solvency.

*To ensure a smooth mobilisation process, we advise experts to gather these documents already at this stage.*

**Ensuring these documents are readily available** will streamline the contracting process and facilitate timely project initiation.

**Protection of Personal Data:** The personal data processing activities within this project are governed by the General Data Protection Regulation (Regulation (EU) 2016/679). We are committed to complying with the GDPR and national data protection laws. Data protection is a corporate matter of high priority, and we only work with partners who demonstrate an appropriate level of data protection. We only process your data with your express consent, based on a contract or pre-contractual measures, or if the relevant laws permit or require data processing. Please download our privacy statement and submit a signed copy with your application (download [here](#)).

**The project is an equal opportunities employer.**



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### Senior Experts:

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#### 1. PAR Strategic Framework and Reporting

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- **Category:** Senior NKE - PAR Strategic Framework Expert
- **Qualifications and Skills:** University degree in public administration, political sciences, or a related field, or equivalent professional experience of 12 years.
- **General Professional Experience:** A minimum of 5 years, preferably 7 years, of professional experience in strategic planning and reporting within the public sector.
- **Specific Professional Experience:** Experience in developing and implementing PAR strategic frameworks; familiarity with Serbian public administration is an advantage.

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#### 2. Policy Planning and Development

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- **Category:** Senior NKE - Policy Planning Expert
- **Qualifications and Skills:** University degree in public administration, economics, political sciences, or a related field, or equivalent professional experience of 12 years.
- **General Professional Experience:** A minimum of 5 years, preferably 7 years, of professional experience in policy planning and development.
- **Specific Professional Experience:** Experience in drafting policy documents and conducting policy impact assessments; familiarity with Serbian public policy framework is an advantage.

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#### 3. Human Resource Management and Civil Service Reform

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- **Category:** Senior NKE - HRM Expert
- **Qualifications and Skills:** University degree in human resources, public administration, or a related field, or equivalent professional experience of 12 years.
- **General Professional Experience:** A minimum of 5 years, preferably 7 years, of professional experience in HRM and civil service reform.
- **Specific Professional Experience:** Experience in developing and implementing HRM strategies and competency frameworks; familiarity with Serbian civil service regulations is an advantage.

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#### 4. (Managerial) Accountability and Transparency in Public Administration

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- **Category:** Senior NKE - Accountability Expert
- **Qualifications and Skills:** University degree in public administration, economics, political sciences, or a related field, or equivalent professional experience of 12 years.
- **General Professional Experience:** A minimum of 5 years, preferably 7 years, of professional experience in accountability and transparency in public administration.
- **Specific Professional Experience:** Experience in developing and implementing accountability frameworks; familiarity with Serbian public administration is an advantage.



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### 5. E-Government and Public Service Delivery

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- **Category:** Senior NKE - E-Government Expert
- **Qualifications and Skills:** University degree in public administration, IT, or a related field, or equivalent professional experience of 12 years.
- **General Professional Experience:** A minimum of 5 years, preferably 7 years, of professional experience in e-government and public service delivery.
- **Specific Professional Experience:** Experience in developing and implementing e-government strategies; familiarity with Serbian e-government programme and solutions is an advantage.

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### 6. Public Finance Management (policy costing and budgeting)

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- **Category:** Senior NKE - PFM Expert
- **Qualifications and Skills:** University degree in economics, finance, or a related field, or equivalent professional experience of 12 years.
- **General Professional Experience:** A minimum of 5 years, preferably 7 years, of professional experience in public finance management.
- **Specific Professional Experience:** Experience in policy costing and budgeting; familiarity with the Law on the Planning System and costing of PAR strategies and programmes and financial impact assessments is an advantage.

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### 7. Public Policy Management and Regulatory Reform

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- **Category:** Senior NKE - Public Policy Expert
- **Qualifications and Skills:** University degree in public administration, political sciences, or a related field, or equivalent professional experience of 12 years.
- **General Professional Experience:** A minimum of 5 years, preferably 7 years, of professional experience in public policy management and regulatory reform.
- **Specific Professional Experience:** Experience in developing strategies and implementing public policy and regulatory reforms including administrative simplification; familiarity with the Serbian strategic framework for public policy management (PPM-RR programme and LPS) is an advantage.

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### 8. Impact Assessment (including regulatory and policy impact assessment and evaluation experience)

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- **Category:** Senior NKE - Impact Assessment Expert
- **Qualifications and Skills:** University degree in public administration, economics, or a related field, or equivalent professional experience of 12 years.
- **General Professional Experience:** A minimum of 5 years, preferably 7 years, of professional experience in evaluations and impact assessment.
- **Specific Professional Experience:** Experience in conducting regulatory, policy and financial impact assessments for strategies and programme; familiarity with the Serbian LPS is an advantage.

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### 9. Quality Management / Common Assessment Framework

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- **Category:** Senior NKE - Quality Management Expert
- **Qualifications and Skills:** University degree in business administration, public administration, or a related field, or equivalent professional experience of 12 years.
- **General Professional Experience:** A minimum of 5 years, preferably 7 years, of professional experience in quality management.



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- **Specific Professional Experience:** Experience in facilitating the Common Assessment Framework (CAF) process; familiarity with the system of Public Internal Financial Control and ISO 9000 family (quality management systems standards) and ISO 3100 family (risk management standards) is an advantage.

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### 10. Inter-ministerial Coordination at the Centre of Government

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- **Category:** Senior NKE - Coordination Expert
- **Qualifications and Skills:** University degree in public administration, political sciences, or a related field, or equivalent professional experience of 12 years.
- **General Professional Experience:** A minimum of 5 years, preferably 7 years, of professional experience in inter-ministerial coordination.
- **Specific Professional Experience:** Experience in facilitating inter-ministerial coordination processes; familiarity working with Serbian centre of government institutions and particularly the PAR coordination structure is an advantage.

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### 11. Training Needs Analysis and Capacity Building in the Civil Service

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- **Category:** Senior NKE - Capacity Building Expert
- **Qualification and skills:** public administration, education, psychology, andragogy, political sciences, or a related field, or equivalent professional experience of 12 years.
- **General Professional Experience:** A minimum of 5 years, preferably 7 years, of professional experience in training management and/or training delivery.
- **Specific professional experience:** Development of TNA methodology and tools, conducting TNA, development of training programmes, materials and conducting trainings for civil servants or employees in public administration.

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### 12. PAR Communication and Visibility

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- **Category:** Senior NKE - Communication Expert
- **Qualifications and Skills:** University degree in communications, public relations, or a related field, or equivalent professional experience of 12 years.
- **General Professional Experience:** A minimum of 5 years, preferably 7 years, of professional experience in communication and visibility.
- **Specific Professional Experience:** Experience in developing and implementing communication strategies; experience in implementation of visibility and communication strategies in the PAR sector in Serbia is an advantage.

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### 13. Policy Dialogue - EU Budget Support and Donor Coordination

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- **Category:** Senior NKE - Policy Dialogue Expert
- **Qualifications and Skills:** University degree in public administration, economics, or a related field, or equivalent professional experience of 12 years.
- **General Professional Experience:** A minimum of 5 years, preferably 7 years, of professional experience in policy dialogue and donor coordination.
- **Specific Professional Experience:** Experience in EU budget support and/or donor coordination; familiarity with Serbian public administration is an advantage.



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### Junior Experts:

#### 1. PAR Strategic Framework and Reporting

- **Category:** Junior NKE - PAR Strategic Framework Analyst
- **Qualifications and Skills:** University degree in public administration, political sciences, or a related field, or equivalent professional experience of 6 years.
- **General Professional Experience:** A minimum of 2 years, preferably 3 years, of professional experience in strategic planning and reporting within the public sector.
- **Specific Professional Experience:** Experience in supporting the development and/or implementation of PAR strategic frameworks.

#### 2. Policy Planning and Development

- **Category:** Junior NKE - Policy Planning Analyst
- **Qualifications and Skills:** University degree in public administration, economics, political sciences, or a related field, or equivalent professional experience of 6 years.
- **General Professional Experience:** A minimum of 2 years, preferably 3 years, of professional experience in policy planning and development.
- **Specific Professional Experience:** Experience in supporting the drafting of policy documents and/or conducting policy impact assessments.

#### 3. Human Resource Management and Civil Service Reform

- **Category:** Junior NKE - HRM Analyst
- **Qualifications and Skills:** University degree in human resources, public administration, or a related field, or equivalent professional experience of 6 years.
- **General Professional Experience:** A minimum of 2 years, preferably 3 years, of professional experience in HRM and civil service reform.
- **Specific Professional Experience:** Experience in supporting the development and implementation of HRM tools and competency frameworks.

#### 4. (Managerial) Accountability and Transparency in Public Administration

- **Category:** Junior NKE - Accountability Analyst
- **Qualifications and Skills:** University degree in public administration, economics, political sciences, or a related field, or equivalent professional experience of 6 years.
- **General Professional Experience:** A minimum of 2 years, preferably 3 years, of professional experience in accountability and transparency in public administration.
- **Specific Professional Experience:** Experience in supporting the development and implementation of accountability frameworks.



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### 5. E-Government and Public Service Delivery

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- **Category:** Junior NKE - E-Government Analyst
- **Qualifications and Skills:** University degree in public administration, IT, or a related field, or equivalent professional experience of 6 years.
- **General Professional Experience:** A minimum of 2 years, preferably 3 years, of professional experience in e-government and public service delivery.
- **Specific Professional Experience:** Experience in supporting the development and implementation of e-government policy documents.

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### 6. Public Finance Management (policy costing and budgeting)

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- **Category:** Junior NKE - PFM Analyst
- **Qualifications and Skills:** University degree in economics, finance, or a related field, or equivalent professional experience of 6 years.
- **General Professional Experience:** A minimum of 2 years, preferably 3 years, of professional experience in public finance management.
- **Specific Professional Experience:** Experience in supporting policy costing and budgeting.

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### 7. Public Policy Management and Regulatory Reform

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- **Category:** Junior NKE - Public Policy Analyst
- **Qualifications and Skills:** University degree in public administration, political sciences, or a related field, or equivalent professional experience of 6 years.
- **General Professional Experience:** A minimum of 2 years, preferably 3 years, of professional experience in public policy management and regulatory reform.
- **Specific Professional Experience:** Experience in supporting the development and implementation of public policy or regulatory reforms.

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### 8. Impact Assessment (including regulatory and policy impact assessment and evaluation experience)

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- **Category:** Junior NKE - Impact Assessment Analyst
- **Qualifications and Skills:** University degree in public administration, economics, or a related field, or equivalent professional experience of 6 years.
- **General Professional Experience:** A minimum of 2 years, preferably 3 years, of professional experience in impact assessment.
- **Specific Professional Experience:** Experience in supporting regulatory and policy impact assessments.

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### 9. Quality Management / Common Assessment Framework

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- **Category:** Junior NKE - Quality Management Analyst
- **Qualifications and Skills:** University degree in business administration, public administration, or a related field, or equivalent professional experience of 6 years.
- **General Professional Experience:** A minimum of 2 years, preferably 3 years, of professional experience in quality management.
- **Specific Professional Experience:** Experience in supporting the implementation of the quality management tools.





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### 10. Inter-ministerial Coordination at the Centre of Government

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- **Category:** Junior NKE - Coordination Analyst
- **Qualifications and Skills:** University degree in public administration, political sciences, or a related field, or equivalent professional experience of 6 years.
- **General Professional Experience:** A minimum of 2 years, preferably 3 years, of professional experience working with the Serbian Public Administration.
- **Specific Professional Experience:** Experience in supporting inter-ministerial coordination processes.

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### 11. Training Needs Analysis and Capacity Building in the Civil Service

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- **Category:** Junior NKE - Capacity Building Expert
- **Qualifications and Skills:** University degree in public administration, education, psychology, andragogy, political sciences, or a related field, or equivalent professional experience of 6 years.
- **General Professional Experience:** A minimum of 2 years, preferably 3 years, of professional experience in capacity building.
- **Specific Professional Experience:** Experience in supporting the development and implementation of capacity building programmes.

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### 12. PAR Communication and Visibility

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- **Category:** Junior NKE - Communication Analyst
- **Qualifications and Skills:** University degree in communications, public relations, or a related field, or equivalent professional experience of 6 years.
- **General Professional Experience:** A minimum of 2 years, preferably 3 years, of professional experience in communication and visibility.
- **Specific Professional Experience:** Experience with designing social media campaigns and/or graphic design and developing communication products preferably for the public sector.

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### 13. Policy Dialogue - EU Budget Support and Donor Coordination

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- **Category:** Junior NKE - Policy Dialogue Analyst
- **Qualifications and Skills:** University degree in public administration, economics, or a related field, or equivalent professional experience of 6 years.
- **General Professional Experience:** A minimum of 2 years, preferably 3 years, of professional experience in donor funded projects and project management.
- **Specific Professional Experience:** Experience with EU budget support or donor coordination instruments.