

The Ministry of Mining and Energy (MoME) is looking for a highly qualified and motivated

**Project Implementation Assistant – Project Manager**  
**for the Municipal Energy Efficiency And Management Project (MEEMP) Serbia**

The overall objective of the Project is more systematic and comprehensive energy management at the municipal level through the introduction of the European Energy Award and improving the energy efficiency, through construction works in public buildings in Krusevac, Paracin, Uzice and Vrbas, in order to increase living standards, promote economic development and respond to climate change.

The Project consists of three main components: 1. the European Energy Award (EEA), 2. the Energy Efficiency investments and 3. the capacity building.

Working Place: Ministry of mining and energy, Belgrade

The Project Steering Committee (SC) is established comprising a representative of State Secretariat for Economic Affairs of the Swiss Confederation (SECO), representatives of the MoME and a representative of the Standing Conference of Towns and Municipalities in Serbia (SCTM) and shall be entrusted with strategic decisions relating to the Project.

Project Coordination Unit (PCU), responsible for the overall project management, shall be composed of the MoME staff and the PIA.

Project Management Unit (PMU) is established in each municipality for the implementation of the Project.

The Implementation Consultant, engaged by MoME, assists PCU and PMU in smooth implementation of the Project.

The PIA will assist the PCU in implementation and coordination of the Project, more specifically:

- monitor the implementation of the MEEMP Project Agreement
- coordinate and monitor the construction contracts with contractors the civil works of the energy rehabilitation (rehabilitation of windows, doors, isolation works, etc.) of schools in Krusevac, Paracin, Uzice and Vrbas
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- review tender documents, tender evaluation reports, contract awards and signed contracts financed by the Contribution under this Project
- submit tender documents, tender evaluation reports, contract awards and signed contracts to non-objection by SECO
- assist Implementation consultant in conducting the tendering procedures for all Suppliers financed by the Contribution, in compliance with the SECO Procurement Guidelines
- monitor the Suppliers deliveries mainly through reports of the Implementation consultant
- check compliance of the equipment for the building(s) with the specifications through reports of the Implementation consultant

- monitor the professional construction work and professional installation of the equipment for the building(s) procured under the Contribution through reports of the Implementation consultant
- coordinate the EEA activities with the Implementation Consultant, the PMU's and the SCTM to ensure the information flow between the involved units
- coordinate and monitor the local contributions of the municipalities
- review all Reports prepared by the Implementation consultant
- prepare relevant documents for PCU meetings, draft decisions and prepare minutes of the PCU meetings
- maintain constant communication with PCU, PMUs and Implementation consultant
- monitor overall project progress on a daily basis, control project costs and the schedule
- prepare Report semi-annually on the project progress to the SC
- assist PCU in preparation of the SC meetings,
- provide assistance to PMU's and PCU regarding other issues relevant for the project implementation

**Necessary (minimum) Qualifications:**

- University degree in Civil or Mechanical or other University degree relevant for this assignment (at least equivalent to 240 ECTS points);
- At least 3 years of work experience as project manager of construction in the buildings sector
- Fluency in Serbian and English;
- Computer literacy skills (MS Office);
- Driving license (class B).

**Desired Qualifications:**

- Experience as member of project implementation unit or project manager in energy efficiency project in the building sector
- Experience in public tendering procedures
- Participation in the international projects or projects financed by donors/IFIs
- Working experience in projects related to energy efficiency improvement of buildings in Serbia

Candidates are requested to send their motivation letter (in English up to one page), and CV (in English, max. 4 pages) to the following e-mail address:

[dragana.jovic@mre.gov.rs](mailto:dragana.jovic@mre.gov.rs) and

[maja.isakov@mre.gov.rs](mailto:maja.isakov@mre.gov.rs)

not later than April 27<sup>th</sup>, 2021, 3 p.m.

Only shortlisted candidates will be invited for an interview. Candidates invited for the interview will be requested to provide documentary evidence on relevant qualifications and work experience stated in the CV.