

## Expert Position Opportunity

### 1. Position:

Management Systems and Information Management Expert, Senior Non-Key Expert (SNKE 11)

### 2. Project title:

“Technical assistance for establishing a regional waste management system for the city of Novi Sad and municipalities within Novi Sad region”

### 3. Project number:

NEAR/BEG/2023/EA-RP/0159

### 4. Reference documents:

- Terms of Reference of the project “Technical assistance for establishing a regional waste management system for the city of Novi Sad and municipalities within Novi Sad region”;
- Methodology of the “Technical assistance for establishing a regional waste management system for the city of Novi Sad and municipalities within Novi Sad region”;
- EU Report for Serbia 2023;
- The Regional Waste Management Plan for the City of Novi Sad and Municipalities Bačka Palanka, Bački Petrovac, Beočin, Žabalj, Srbobran, Temerin and Vrbas for the Period 2019-2028;
- Feasibility Study for for the City of Novi Sad and Municipalities Bačka Palanka, Bački Petrovac, Beočin, Žabalj, Srbobran, Temerin and Vrbas for the purpose of establishing Regional Waste Mangement System;
- Serbia Waste Prevention Country Profile 2021;
- Waste Management program of the Republic of Serbia for the Period 2022-2031
- Other relevant documents.

### 5. Starting date of the assignment:

March 2026

### 6. Duration of the assignment:

March 2026 – April 2027 (80 working days)

### 7. Project Objectives (relevant for the position):

**The overall objective** of the project is to contribute to a better environmental status and life quality of citizens by strengthening capacities for implementation of waste management systems in line with the national requirements and EU environmental acquis.

The expected outputs of this contract related to the referenced position are as follows:

**Outcome 1.** To support the startup of newly established regional public company and building their capacities and capacities of the MoEP and provincial authorities to ensure quality realisation of investments and sustainable functioning of the regional waste management system.

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**Outcome 2.** Strengthened capacities and capabilities of the City of Novi Sad and municipalities that belong to the waste management region Novi Sad and their PUCs to ensure quality realisation of investments and to establish and manage an appropriate system for regional waste management.

### 8. Requirements:

Qualification & Skills	<ul style="list-style-type: none"> <li>• University bachelor's degree in Engineering, Management Sciences, Information Systems, Quality Management, Organisational or Technical Sciences, or other relevant scientific discipline;</li> <li>• Fluency in English and Serbian, both written and spoken;</li> <li>• Full computer literacy (proficiency with the Microsoft Office suite)</li> <li>• Excellent reporting skills;</li> <li>• Ability to work effectively as part of a multidisciplinary team</li> </ul>
General professional experience	A minimum of 7 (seven) years of general experience.
Specific professional experience	<p>Minimum of 5 (five) years in Management Systems, Information Management or related institutional systems, supporting operational, financial and reporting functions in public, utility or regulated service sectors, including:</p> <ul style="list-style-type: none"> <li>• Supporting the development, documentation and improvement of internal procedures, information flows and reporting arrangements for organisational and operational management purposes.</li> <li>• Contributing to training and capacity-building activities related to management systems, internal procedures, information management and reporting practices for public institutions and utility organisations.</li> <li>• Providing technical and organisational inputs to business and long-term planning processes, including definition of information requirements, reporting needs and monitoring arrangements.</li> <li>• Supporting PUCs and/or public institutions in improving management systems, data collection, monitoring and reporting practices for operational oversight and institutional coordination.</li> </ul>

### 9. Assignment objective(s):

The expert will work closely with the Project Team and other Project Team Experts, beneficiaries, End Recipient, and stakeholders to ensure the implementation of the activities of the Component 1 and 2 and related Outcomes, on his/her area of expertise. The SNKE will provide support in implementing the following activities under Outcome 1 and Outcome 2:

**Activity 1.3.** Preparation of procedural guidance for operating and financial management of the RWMC;

**Activity 1.5.** Preparation of short-term and long-term Training Program for staff from MoEP and Province of Vojvodina, as well as RWMC staff and delivery of short-term Training Program during this contract;

**Activity 1.7.** Development of Long-term Business Plan for RWMC.

**Activity 2.1.** Strengthening the capacity of the PUCs in municipalities that belongs to waste management region of Novi Sad;

**Activity 2.2.** Supporting municipalities regarding delivering of effective and efficient management, inspection, enforcement and supervision of the implementation of the regional waste management system.

## 10. Related Outputs/Deliverables:

The Expert will prepare materials, chapters and inputs for related documents with a focus on waste collecton and rout optimization systems, including:

- Review and improvement of management systems documentation, internal procedures, information flows and reporting arrangements for RWMC and PUCs.
- Definition and documentation of roles, responsibilities, information requirements and reporting logic supporting internal procedures and operational management.
- Inputs to training materials and capacity-building activities related to management systems, internal procedures, information management and reporting practices for staff of public institutions and utility companies.
- Supporting business planning and long-term planning documents, including information requirements, monitoring needs and reporting arrangements relevant to strategic and operational decision-making.
- Inputs to assessments and guidance related to monitoring, reporting and coordination practices for PUCs and LSGs within the regional system.
- Inputs to activities related to the preparation and implementation of FOPIP Action Plans, in particular in the areas of management systems, internal procedures, information flows, monitoring and reporting arrangements for PUCs.

## 11. Evaluation of work:

The expert's performance will be assessed by the project TL, KE 2, and the Beneficiary's representative.

## 12. General information

The interested candidates are invited to submit a detailed curriculum vitae using EU format template no later than **February 26, 2026**, via email to the following address [jperkovic@ext.eptisa.com](mailto:jperkovic@ext.eptisa.com). Only shortlisted candidates will be contacted.

**Note that civil servants and other staff of the public administration, of the partner country or of international/regional organizations based in the country, shall only be approved to work as experts if well justified. Experts must be independent and free from conflicts of interest regarding the responsibilities defined in this document.**

The Project is an equal opportunity employer, in respect of the principles of good governance, sustainable development and gender equality. All applications will be considered strictly confidential.