



**Cardno** is a professional infrastructure and environmental services company, with expertise in the development and improvement of physical and social infrastructure for communities around the world. Cardno is implementing a USAID-funded project in Serbia and is looking for qualified individuals to join our Belgrade based team.

**We are looking for**

## **Partner Networking Coordinator**

**Location: Belgrade**

### **JOB DESCRIPTION AND STATEMENT OF WORK**

USAID has awarded Cardno a four-year contract to improve the competitiveness of the Serbian food processing industry, with the goal to increase sales and exports of Serbian food products in domestic and international markets. Through this activity Cardno will partner with public and financial institutions, the Serbian education system, business associations, and a variety of other service providers to create a support system for Serbian companies that can be replicated within other industries and is sustainable.

#### **Scope of Work**

The Partner Networking Coordinator will:

- Work with all units of the Project team to ensure synchronized coordination on designing and managing subcontracts with Project partner organizations
- Work with relevant Project component leaders and senior management to ensure proper preparation and execution of successful partnerships under the Project
- Manage and monitor execution of subcontract' activities under the Project
- Serve as an effective liaison between Project staff and partner/subcontractors by providing technical advice and assistance to ensure adherence with reporting requirements and completion of deliverables
- Support quality control and ensure compliance of with USAID and Cardno procedures
- Plan and manage execution of other activities as need arises

#### **Capacities Required for Position**

The following are the key minimum capabilities required:

- Relevant University degree in law, business, economics or related field
- At least 10 years of professional experience in private, public, non-profit sector
- Relevant experience working with donors/U.S. Government agencies programs

- Demonstrated knowledge and minimum 5 years proven experience in management of USAID-funded grant and/or subcontract programs.
- Strong networking, communication, facilitation and reporting experience
- Fluent written and oral knowledge English language

To apply please submit a CV and cover letter in English.

Only the shortlisted candidates will be contacted.

**Deadline for applications: August 6, 2018**