



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

Technical Team 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 Technical Team Coordinator will:

- Work with all units of the project team to ensure synchronized coordination with public system institutions
- Collaborate with public system institutions in producing systemic improvements in services delivered to small and medium-sized enterprises working in food processing sector in Serbia
- Plan and manage execution of activities designed with the public system institutions under the project
- Plan and manages execution of other activities as need arises
- Manage the timely completion of project deliverables and their presentation to USAID in a professional manner

Capacities Required for Position

The following are the key minimum capabilities required:

- Relevant University degree. Preferable MSc in business administration, finance or agriculture
- 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 of public systems, organization systems, business operations and project management
- Strong networking, communication and facilitation experience
- Strong people management, organizational and presentation skills
- 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 1, 2018