



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

Procurement Specialist

Location: Belgrade

JOB DESCRIPTION AND STATEMENT OF WORK

USAID has awarded Cardno a six-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 Procurement Specialist will:

- Work with all units of the Project team to ensure synchronized coordination on managing subcontracts with Project partner organizations.
- Support efficient pre- and post-award administration of subcontracts and other procurement processes.
- Support quality control and ensure administrative and financial compliance of procurement and subawards portfolio in line with USAID rules and procedures.
- Serve as an effective liaison between Project staff and subcontractors by providing assistance to ensure adherence with reporting requirements and completion of deliverables.
- Perform other Project activities as needed.

Capacities Required for Position

The following are the key minimum capabilities required:

- Relevant University degree or at least 8 (eight) years of professional experience in private, public and/or non-profit sector
- Relevant experience working with donor agencies' programs
- Demonstrated knowledge and minimum 3 years proven experience in administration, finance and/or procurement management of USAID-funded grant schemes and/or subcontract award mechanism.

- Detail-oriented, well organized with strong networking and communication experience.
- Good command of English language.

To apply please submit a CV and cover letter in English to the following e-mail address:

info@konkurentno.rs

Only the shortlisted candidates will be contacted.

Deadline for applications: March 23, 2021