



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
Monitoring and Learning Analyst

Location: Belgrade

JOB DESCRIPTION AND STATEMENT OF WORK

USAID has awarded Cardno a five-and-a-half-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 Monitoring and Learning Analyst will:

- Provide program and organizational support to Project activities implementation.
- Work with team leads to provide monitoring and evaluation support on all technical-related activities.
- Assist MEL Manager in collecting, tracking, analyzing, and reporting project data and other useful statistics and prepare timely reports.
- Support the facilitation of project learning process to ensure knowledge and learning is effectively shared and applied throughout the Project's activities.
- Provide facilitation and logistical support on as needed basis
- Perform other Project activities as need arises

Capacities Required for Position

The following are the key minimum capabilities required:

- Relevant university degree or up to three (3) years of professional experience
- Strong networking and facilitation experience
- Familiarity with USAID support programs will be considered an asset
- Good quantitative and analytical skills
- Strong conceptual and communications skills in verbal presentations and writing in English

- Excellent command of written English

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: June 11, 2021