

VACANCY NOTICE

REF: SEECEL/VN-FA-02/2014 and SEECEL/VN-ELE-03/2014

South East European Centre for Entrepreneurial Learning (hereinafter: SEECEL) is seeking to recruit for the following positions:

- | | |
|--|------------------------------|
| - Financial Administrator: | SEECEL/VN-FA-02/2014 |
| - Entrepreneurial Learning Expert/Educational Expert: | SEECEL/VN-ELE-03/2014 |

ABOUT SEECEL

The South East European Centre for Entrepreneurial Learning (hereinafter: SEECEL) is an independent, non-profit institution founded in 2009 on the initiative of eight (8) South East European countries (Albania, Bosnia and Herzegovina, Croatia, Kosovo*, the Former Yugoslav Republic of Macedonia, Montenegro, Serbia and Turkey) with the full support of the European Commission and the Croatian Government represented by the Ministry of Entrepreneurship and Crafts. SEECEL is also supported by the Croatian Chamber of Economy.

SEECEL is an institution with an international governing board composed of appointed representatives from eight SEECEL member states (one from ministry of education and one from the ministry responsible for the implementation of the Small Business Act for Europe) and representatives of the European Commission's DG Enlargement and DG Enterprise and Industry, the European Training Foundation (ETF), the Regional Cooperation Council (RCC), the Organization for Economic Cooperation and Development (OECD) and the Croatian Chamber of Economy.

SEECEL's mission is to promote the knowledge, conceptual and implementable solutions as well as the network of experts in the field of entrepreneurial learning as a key competence in the countries of South East Europe. The goal of SEECEL activities in this field is to foster competitiveness of small and medium enterprises on national and international level, all in line with key EU policy priorities.

JOB DESCRIPTION - KEY RESPONSIBILITIES

Reporting directly to SEECEL Director, the successful candidate for the post of the **Financial Administrator** will be responsible for:

- Assisting SEECEL Director and SEECEL Project Manager in planning, organizing and controlling financial flows, accounting, preparing for external audit/expenditure verification in compliance with national and EU policies/PRAG, procedures, regulations and laws
- Drafting financial and narrative reports (progress, interim, semi-annual etc.) under the supervision of SEECEL Director and SEECEL Senior Management
- Processing payments previously approved by SEECEL Director and SEECEL Project Manager and keeping the list of payments accurate for better financial overview and sound management
- Administering and monitoring of the financial system in order to ensure that the SEECEL's finances are maintained in an accurate and timely manner, namely: assist with preparation of the budget, assist in implementation of financial policies and procedures, maintenance of cash controls as well as petty cash, maintain and reconcile the general ledger with the external accounting service, keeping record of the bank statements and assuring double filing system, maintain the purchase order system, ensure transactions are properly recorded and harmonized with the accounting system, prepare balance sheets and other relevant or requested documentation
- In cooperation with external accounting service, maintaining and controlling the accounts payable and accounts receivable systems in order to ensure complete and accurate records of all SEECEL finances
- Maintaining of all financial records and documents of SEECEL in close communication with other staff members and ensuring sound implementation of financial procedures
- Providing other targeted assistance to SEECEL Director and/or other staff members (other duties as assigned) with respect to the implementation of horizontal activities

* This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on Kosovo declaration of independence

REQUIRED QUALIFICATION AND EXPERIENCE

- Have an university degree in the field of economy with special emphasis on accounting system, taxes and audit
- At least 5 years of working experience out of which 3 years related to requirements set out in this vacancy notice
- Proven knowledge and experience on audit, accounting procedures and programmes, accounts payable and accounts receivables, accounting principles, preparation of financial documentation (reports etc.), payroll systems and financial reporting
- Proven professional experience working within an international environment will be considered as an asset
- Proven professional experience working within the framework of EU funded projects and project funded by other donors will be considered as an asset

REQUIRED KNOWLEDGE AND SKILLS

- Excellent oral and written command of English language (equivalent to at least C1 level as defined in the Europass CV instructions);
- A satisfactory understanding of several national languages spoken in the SEE region to the extent necessary for establishing basic communication with relevant SEECCEL's counterparts;
- Proven capacity to use computerised office tools (especially MS Office applications such as Word, Excel and PowerPoint);
- Excellent organisational skills, ability to work under pressure with accuracy and meet tight deadlines;
- Flexibility and ability to work and communicate well within a team in an international and multi-cultural environment;
- Basic knowledge of the socio-economic context of the South Eastern Europe countries;
- Demonstrated ability to work independently and as a team member;
- High degree of discretion dealing with confidential information.

Reporting directly to SEECCEL Director, the successful candidate for the post of the **Entrepreneurial Learning Expert/Educational Expert** will be responsible for:

- Working on analysis and recommendations for further development of knowledge, instruments, and methodologies relevant to entrepreneurial learning with special focus on the policy level
- Identification of sources of information related to policy-driven issues
- Identification and synthesis of best practices and general lessons learned at the SEE / EU level directly linked to the SEECCEL's strategic goals
- Expertise support to the Project Manager at different stages of the project cycle: programming, identification, implementation & monitoring, evaluation and impact assessment
- Expertise support to the Programme Development Coordinator in drafting reports, publications and other relevant documentation
- Monitoring of SEECCEL's network of experts, institutions, working group members and reporting directly to SEECCEL Director
- In close co-operation with relevant working groups (comprised of representatives of all countries involved) as well as the external experts of SEECCEL, carrying out targeted work related to the Small Business Act for Europe process (Dimension 1 and 8)
- Delivering concrete policy proposals and recommendations for further development of the entrepreneurship key competence at three levels: national, municipal and school level
- Comprehensive stock-taking exercise in all SEE countries on policies and actions in the area of entrepreneurship key competence development
- Co-ordinating relevant communities of practice as well as an on-line, multi-lingual resource for curriculum and teaching / learning materials for entrepreneurship key competence with open access by SEE education communities
- Providing other targeted assistance to SEECCEL Director and/or other staff members (other duties as assigned) with respect to the implementation of horizontal activities

REQUIRED QUALIFICATION AND EXPERIENCE

- Have a level of post-secondary education attested by a diploma in the field of education – an MA in relevant field will be considered as an asset;
- At least 15 years of professional experience, out of which at least 10 years dealing with EU policy framework related to entrepreneurial learning;
- Experience of direct work with/in the policy decision making institutions is considered to be an asset;
- Experience of providing structural inputs within the framework of initiatives that promote the inclusion of entrepreneurship into the national/school curricula (as a horizontal element in all fields of study and as a subject in its own right) is considered to be an asset;
- Proven professional experience working within an international environment will be considered as an asset;
- Proven professional experience working within the framework of EU funded projects and project funded by other donors will be considered as an asset.

REQUIRED KNOWLEDGE AND SKILLS

- Excellent oral and written command of English language (equivalent to at least C1 level as defined in the Europass CV instructions);
- A satisfactory understanding of several national languages spoken in the SEE region to the extent necessary for establishing basic communication with relevant SEECEL's counterparts;
- Excellent organisational skills, ability to work under pressure with accuracy and meet tight deadlines;
- Flexibility and ability to work and communicate well within a team in an international and multi-cultural environment;
- Demonstrated ability to work independently and as a team member;
- High degree of discretion dealing with confidential information.

SELECTION PROCEDURE

Interested candidates are invited to send their applications in English language, including:

- A motivation letter (free format) of no more than one page, explaining why the candidate is interested in the post and what her/his added value would be to SEECEL if selected;
- A curriculum vitae (CV) in Europass or EU Expert CV format - other formats will not be considered.

Interested candidates are requested to submit their CV and a letter of application in English via regular post only, to SEECEL, to the following address:

SEECEL
Selska 217/IV
10 000 Zagreb
Croatia

not later than 17 July 2014 by 17:00 (5:00 PM), Central European Time, as evidenced by the date of dispatch, the postmark or the date of the deposit slip.

The envelope must clearly quote the **reference number** of the Vacancy Notice.

Applications sent by any other means (e.g. by e-mail, fax or by hand delivery) or delivered to other addresses will be rejected.

Failure to comply with one of the above formal requirements will result in the immediate disqualification of the applicant. Incomplete and late applications will not be considered.

Eligibility of candidates will be assessed according to compliance with all formal requirements by the closing date for the submission of applications.

Only the short-listed candidates whose application shows evidence of all required qualification/experience and knowledge/skills may be invited for an interview, which will be both in Croatian and English language. Interviews are tentatively planned to take place in the week from 28 July till 1 August 2014 in SEECEL premises, Selska

cesta 217/IV, Zagreb. During the interviews, if shortlisted, the candidates might be asked to provide original copies of all relevant documents proving his/her experience, knowledge & skills.

SEECEL's human resources policies and actions are based on a number of distinctive values/standards, which contribute to making SEECEL a modern administration:

- Efficiency;
- Knowledge sharing;
- Transparency;
- Ethics and conduct ;
- Equal opportunities;
- Application of modern Information and Communication Technologies;
- Environmental friendliness;
- Multilingualism.

In line with those values/standards, SEECEL encourages all qualified candidates to apply.