

## **Administrative Assistant**

### **Background**

The Republic of Serbia has received a loan from the International Bank for Reconstruction and Development (IBRD) in the amount of EUR 29.1 million equivalent toward the cost of the Second Serbia Health Project (SSHP) and EUR 25 million equivalent toward the cost of the Additional Financing for the Second Serbia Health Project (AF-SSHP), Loan No.: 8830-YF.

The Project Development Objective (PDO) is to contribute to improving the efficiency and quality of the public health system through the strengthening of: (i) health financing, purchasing, and maintenance systems; (ii) quality improvement systems and management of selected priority non-communicable diseases.

The project includes the following components:

#### 1- Improvement of Health Financing

This component aims to strengthen the performance of the health financing system by supporting introduction of incentives to improve quality and efficiency at the primary care and hospital levels.

#### 2- Improve Access to Quality Health Care

This component is organized around the following main areas: improve access to medicines; strengthening of Health Technology Assessment (HTA); and improving systems for medical equipment maintenance.

#### 3- Strengthening Quality of Service Delivery

This component aims to improve standards of quality and efficiency of care in the Serbian health sector through: (i) strengthening quality improvement systems, (ii) modernizing cancer treatment at selected tertiary facilities.

#### 4- Project management

This component will support the day-to-day Project management, including fiduciary tasks, monitoring and evaluation, audits of Project financial statements.

### **Scope of Work**

Administrative Assistant (AA) reports to the Project Coordinator, and, under the general supervision of the Component Coordinator, he or she provides full administrative support, translation and secretarial support to the PCU staff.

The services to be provided by the Administrative Assistant will include but will not be limited to the following:

1. Organizing day-to-day schedule for PCU Coordinator. To accurately pass all incoming information to relevant staff as well as to coordinate work of PCU;
2. Answering incoming telephone calls, typing letters and other correspondence by order of PCU Coordinator and dealing with other office matters which are approved by PCU Coordinator;
3. Ensuring clear and, depending on confidentiality, accessible database of all incoming and outgoing documentation for PCU;
4. Efficiently organizing, maintaining and safekeeping of PCU files and filing system;
5. Organizing PCU meetings and typing the meeting minutes;

6. Ensuring logistical arrangements are well prepared for all seminars, conferences and training sessions, which may be organized or partly organized by the PCU;
7. Provide minor translations from Serbian to English and vice versa;
8. Using computer and word processing, as well as document copying;
9. Ordering, purchasing and stocking of office supplies;
10. Ensuring effective mail management: receiving and sending (letters, faxes, e-mail);
11. Keeping track of security and maintenance of office premises;
12. Can work flexibly to help achieve the goals of the project
13. Perform any other appropriate tasks determined by PCU Coordinator and/or officials of the Ministry of Health.

### **Qualifications for the Administrative Assistant**

The candidate appointed as Administrative Assistant would have:

- Secondary level education is required; Graduate level of education is desirable;
- Previous experience with the World Bank funded projects and other internationally financed health related projects in Serbia is an advantage;
- Excellent knowledge of written and spoken English and Serbian;
- Adequate computer skills and knowledge of relevant software packages;
- Experience in translation and secretarial work;
- Good written and communication skills.

### **Duration**

This is a full time position. Subject to satisfactory performance, after three months' probation period, the Administrative Assistant may be hired for the life of the Project.