

Faculty of Technology and Metallurgy University of Belgrade
Belgrade, Karnegijeva 4

Would like to assign qualified consultants for the project „Environmentally Sound Management and Final Disposal of PCB's“.

The overall objective of this project is to protect human health and the environment by reducing and eliminating the releases of and exposure to PCBs through establishment of an environmentally sound PCB management system including final disposal of 200 tons of PCB contaminated equipment. The project is co-financed by Global Environmental Facility (GEF), Electric Power Company of Serbia (EPS) and by the Ministry of Agriculture and Environmental Protection of Serbia (MoAEP). Expected project duration is four years.

For the purpose of the Project, qualified candidates are invited to submit their applications for following posts:

1. National Project Manager

The National Project Manager reports to the Project Steering Committee (PSC) and the IA. The National Project Manager will assume overall responsibility for the successful implementation of project activities and the achievement of planned project outcomes.

Main duties

- The day-to-day management and coordination of the project activities including preparation of terms of reference for subcontracts, task teams and national experts;
- Facilitate their work in accordance to the ToRs;
- Ensure adherence to the work plan, which will be finalized during the first phase of the project execution;
- Establish an office within the premises of the National Executing Agency for the successful execution of the project;
- Provide a secretariat function to the PSC and stakeholder workshops;
- Report regularly to the PSC and IA on the progress of the execution;
- Advising on, and monitoring of, all technical aspects of the project execution, as well as the financial control over the project execution;
- Disbursement of funds and status of co-financing;
- Organize workshops and meetings in order to introduce to all relevant agencies and local communities the goals of the project and secure local commitment and endorsement of these goals; assist the international experts during field visits;
- Promote coordination and collaboration among all agencies including data and information sharing among these agencies;
- Responsible for working closely with local governments and authorities as well as the private sector and liaise with national agencies to ensure

that the GEF intervention is practical and appropriate in the social, economic and institutional context;

- Secure government commitment to the project including the provision of government co-financing in the form of in-kind and cash contributions;
- Facilitate UNIDO's project monitoring duties, which includes preparing technical and financial reports to UNIDO and GEF, organize meetings and appointments during field evaluations, and confirm the quality of the project's outcomes; and
- Perform any other related activities, if requested.

Qualifications and Requirements:

- Graduate degree in chemistry, chemical/electrical/mechanical engineering or environment related sciences or equivalent;
- Extensive experience in field assessments and work on environmental and waste management policies;
- At least five years of experience in the area of environmental management and POPs;
- Familiarity with GEF procedures and documents;
- Proficiency in English language.

2. Assistant Project Manager

The **Assistant Project Manager** will assist activities related to national coordination and stakeholder consultation.

Main duties

- Participate in day-to-day activities related to project execution and provide assistance to the National Project Manager;
- Be responsible for daily communication with project partners and assigned project work (such as organizing workshops/meetings/trainings, preparation of background documents);
- Participate in project team and Steering Committee meetings, prepare the minutes of the meetings, and maintain the day-to-day records of project execution;
- Maintain the POPs national website and inform the public on project activities;
- Assist the PM in reviewing the Terms of Reference;
- Closely assist preparing and executing the phased out and replacement plans for PCB identified in-service equipment;
- Closely monitor service providers on incoming and outgoing material to be phased out;
- Contribute to the development and reporting of the monitoring system for the interim/storage treatment facility.

Qualifications and requirements:

- Environmental management with advanced university degree;
- Extensive practical experience with POPs related issues;
- Experience with execution of international projects;
- Good communication and writing skills in English; and
- Knowledge of the Stockholm Convention on POPs would be an asset.

3. National Technical Specialist

In close coordination with the National Project Manager, the National Technical Specialist will assist the project partners in the execution of the project activities, outcomes and drafting of the project documents, through performance of the following:

Main duties

- Work in close consultation with key stakeholders i.e. ministries, government commissions, major private sector associations and NGOs relevant to the project and provide strategic guidance in her/his areas of expertise;
- Ensure that highly technical documents are translated in plain language understandable for the decision makers, stakeholders, and the broader public;
- Propose candidates for the task teams and prepare the terms of references for their positions;
- Organize and/or provide (with or without international technical expert assistance) training and guidance to the task teams;
- Be responsible for verifying the work for the various task teams, ensuring the technical validity of their work and products;
- Be responsible for compiling the products of the task team work and for producing (with or without international technical expert assistance) the final reports agreed with the Project Coordinator;
- Closely cooperate with the international expert in his or her field of expertise and provide the international expert with necessary local support;
- Closely assist the risk assessment study and site investigation studies;
- Contribute to the feasibility study on BAT/BEP and available disposal/destruction options and technologies;
- Assist the PCB contaminated sites investigation and the development of priority setting criteria for decontaminating sites.

Qualifications and requirements:

- Graduate degree in chemistry, chemical/electrical/mechanical engineering or environment related sciences or equivalent;
- Extensive practical experience with POPs related issues;

- Experience with execution of international projects;
- Good communication and writing skills in English; and
- Knowledge of the Stockholm Convention on POPs would be an asset.

Interested candidates should send their CV's and motivation letters by e-mail to tmf@tmf.bg.ac.rs with copy to info@cpc-serbia.org no later than seven days from the date of the call, with a subject "For PCB project" If candidates wish to apply for multiple positions, it should be stated in the cover letter. All correspondence and documents must be in English language. Only shortlisted candidates will be invited to interview. Female candidates are encouraged to apply.