

Republic of Croatia
Ministry of Justice
Justice Sector Support Project (JSSP)

CONSULTING ASSIGNMENT No. CS – 26-2 (Individual Consultant)
Loan No. 7888-HR

Expressions of Interest:
Consulting Services of
Project Administrator – Procurement Assistant

The Republic of Croatia has received a Loan from the International Bank for Reconstruction and Development (IBRD) towards the Justice Sector Support Project (JSSP) and intends to apply part of the proceeds of the Loan for consultant services.

The JSSP is intended to be a key vehicle for a multi-year program to modernize the judiciary and prosecutors' offices in the Republic of Croatia. The over-arching goal of the JSSP is to strengthen the efficiency of the judicial sector and support the efforts of the Croatian authorities towards EU integration on the justice and home affairs issues. The JSSP will be implemented by the Ministry of Justice (MOJ) of the Republic of Croatia.

The Project Administrator - Procurement Assistant will support/assist the Project Management Advisor (PMA) mainly in areas of general administration and office management; and Procurement Officers in procurement related issues.

The services shall be initially provided during a period of about 3,5 years; the assignment is expected to start in November/December 2011. The Consultant will work under a time-based contract.

The assignment will be full time, working 8 hours a day on the regular business days in Croatia. The contract shall be subjected to 6 months probation period. Assignment may be extended based on project needs and subject to satisfactory performance by Consultant.

The Project Implementation Unit (PIU) of the Ministry of Justice (MOJ) now invites eligible consultants to indicate their interest in providing the services. Interested consultants must provide information indicating that they are qualified to perform the services (*recent Curriculum Vitae (CV)*, description of similar assignments, experience in similar conditions, availability of appropriate skills, references for successful completion of similar assignments, etc.).

In order to apply for the position of Project Administrator – Procurement Assistant, the candidate shall possess the following minimal qualification:

- University degree in law, public/business administration, architecture, civil engineering, IT or in a similar relevant discipline; or a level of education corresponding to completed university studies of at least three years' duration attested by a diploma in similar disciplines;
- 2 years of relevant experience;
- excellent communication skills, with fluency in written and spoken Croatian and English languages;
- full computer (MS Office) and office automation literacy;
- good interpersonal skills and a team-player qualities;
- knowledge of the Croatian legal and judiciary system is desirable, but not mandatory;
- prior experience of work in an international environment and/or IBRD financed projects would be an advantage.

More details on the assignment can be found in the Terms of Reference posted on www.mprh.hr. (JSSP – Projekt potpore pravosudnom sektoru - Natječaji)

The consultant will be selected in accordance with the procedures set out in the World Bank's [*Guidelines: Selection and Employment of Consultants by World Bank Borrowers*](#) (May 2004, revised October 2006).

Interested consultants may obtain further information at the address below from *09:00 to 16:00 hours on the regular business days*.

Expressions of interest must be delivered in English language to the address below **by 25 November 2011, 16:00 hours (CEST)**.

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