

Consultant: Project Assistant, for the project “*Digital Enhancement of Land Management for the European Future of Bosnia and Herzegovina (DELEF)*”

Introduction:

DELEF is a five-year project with aim to support Bosnia and Hercegovina for reforms in land administration and its institutions in order for BiH to approach EU membership. The project is a cooperation between the Federal Administration for Geodetic and Real Property Affairs (FGA) of the Federation of Bosnia and Herzegovina, the Republic Authority for Geodetic and Property Legal Affairs (RGA) of the Republika Srpska and Lantmäteriet, The Swedish mapping, cadastral and land registration authority.

The project's purpose is to strengthen the capacity of the participating authorities, and thereby to contribute to their transformation into modern technologically developed, trustful, and effective authorities. Authorities who collect the information for which they are responsible and ensure that the information is easily accessible and transparent for all users in BiH.

One important aspect of the project is creating contact surfaces between the entity’s authorities and institutions in BiH in order for them to exchange information and cooperate more and better.

The four project key components are:

1. Overall capacity development,
2. Mass Valuation,
3. Spatial Data Infrastructure (SDI) and
4. Geodetic Infrastructure.

Experts from Lantmäteriet and the Swedish Tax Agency will train and exchange experiences with colleagues from the corresponding Geodetic Authorities and Tax Authorities in BiH.

The expected outcomes of the project are:

Overall Capacity Development: *GA are modern, transparent and efficient organizations contributing to economic and social development in close cooperation with stakeholders involved in land administration in BiH.*

Mass Valuation: *GA contribute to a transparent property market by managing a real estate mass valuation system to benefit all citizens and the business community.*

Spatial Data Infrastructure (SDI): *GA and other spatial data providers enable service-based sharing of up-to-date and accurate spatial data used by stakeholders to face and resolve sustainable development challenges.*

Geodetic Infrastructure: *The accurate, reliable, and easily accessible geodetic infrastructure is globally integrated and used by all stakeholders.*

Scope of work	<p>The Project assistant will be engaged full time at the Federal Administration for Geodetic and Real property affairs (FGA) through the DELEF project.</p> <p>The Project assistant will perform the following:</p> <ul style="list-style-type: none"> • support the Project Coordinator and the LM Project Manager in achieving overall project goals, • keep records (protocol) of incoming and outgoing mail in line with the regulations on the office operations, • establish and maintains the Project archiving system – document control in line with the office management regulations, • handle routine communications and telephone calls to the Project office and serve as technical project assistant to the LM and FGA project manager, • keep records of attendance, leave and sick-days of Project supported staff, • prepares and archives the Locator Logs on a monthly basis, • provide administrative support related to the written correspondence between the Project and other parties, • ensure that office and other supplies for the Project are purchased regularly and on time, • assist in managing the organization of seminars, workshops, study tours and other events, • perform administrative tasks in relation to other institutions, post office and banks, • translate documents and materials from English to B/C/S languages and vice versa when needed, • following up the project implementation (monitoring, attending project events, reading reports, liaising with WB project and other projects), • internal interpretation and translation for project supported events, • participates and supports creation of Project annual planning and reporting documents, • supports the Steering committee meetings in preparation and secretariat role, • submits monthly activity report and other required reports to LM and FGA project manager, • archives own activity documents and updates the Digital Archive repository on a daily basis, • performs all other administrative tasks at the request of and in agreement with the LM and FGA project manager.
Contract period	Planned contract period is 24 months with 12 months extension.
Terms –	<ul style="list-style-type: none"> • The total estimated volume is maximized to 250 working days per year. • Working day (8 hours) all costs included. • The Contract includes the right to take 20 work days for time off each calendar year, without payment. (Approved by responsible manager from FGA and Lantmäteriet) • Contract includes 3 and 6 months’ probation evaluation milestones to make sure the expert is performing on the right level.

financial framework, volume and payments	<ul style="list-style-type: none"> • Holiday days in FBiH are also non-working days which will not be paid for. • Invoicing and payment will be done on the monthly based on accrued working hours approved by the Lantmäteriet Project Manager. • Cost of person working day can be adjusted after 12 months based on index agreed between parties. • DELEF project will provide the Consultants with Computer, office materials and other logistics for daily tasks; • DELEF project will cover the Consultants expenses while traveling within project scope, with local FBiH per diem included;
Qualifications of the consultant	<ul style="list-style-type: none"> • Consultant selected for Contract will be required to register a self-employed business entity; • Applicants for the role should have a minimum Bachelor degree or equivalent from a recognized university in one of the domains: Technical, Law, Administration, Economic or Other related field; • Minimum 1 year of previous working experience is required; Preference will be given to candidates with more experience; • Previous working experience with international projects in public administration will be regarded as an advantage; • Proficiency in the English language is a requirement; • Proficiency in use of Office and communication applications is a requirement; • Possession of valid driver's license; • Results-oriented, with Problem Solving approach, Enthusiastic team-player, able to understand the needs of others and work effectively in groups.
Beneficiaries	<p>The main primary beneficiaries, and project participants, in this project is FGA. The consultant hired and FGA will strive for the consultant to become permanent FGA staff after this assignment.</p>