

REPUBLIC OF CROATIA
MINISTRY OF SCIENCE, EDUCATION AND YOUTH
Donje Svetice 38, Zagreb 10000, Croatia

DIGITAL, INNOVATION, AND GREEN TECHNOLOGY (DIGIT)
9558-HR

TERMS OF REFERENCE FOR CONSULTANCY SERVICES

ADMINISTRATIVE ASSOCIATE

1. Background

The Government of Croatia and the International Bank for Reconstruction and Development (IBRD) have signed the Loan Agreement (Loan No. 9558-HR) for the Digital, Innovation, and Green Technology Project (DIGIT) in the amount of EUR 106 million. The Project is managed by the Ministry of Science, Education and Youth of the Republic of Croatia (MSEY).

The Project comprises two components over a duration of 5 years. Component 1 (*Enabling institutional conditions for digital and green research and innovation*) provides technical assistance and financing to strengthen institutional capacities and support the effectiveness of research, development and innovation (RDI) financing. Component 2 (*Programs for digital and green research and innovation*) provides sub-financing to cover gaps in existing RDI funding and improve the targeting of research and innovation support to digital and green technology.

The DIGIT project aims to advance research and innovation with a digital and green focus through enhancing institutional infrastructure and research performance of research organizations and firms. This also implies building the capacity of MSEY for the implementation of activities within the DIGIT Project and Sector for EU programs and projects.

2. Objectives

The main objective of the Administrative Associate is to strengthen MSEY's capacity to facilitate the efficient and effective project implementation, help to organize day to day workflow and to run administrative and logistical tasks of the project.

The Administrative Associate shall be hired as an extended member of the Project Implementation Unit (PIU) and shall provide everyday assistance to PIU and MSEY staff.

3. Scope of Work

Specific responsibilities of the Administrative Associate in the PIU are as follows:

- Provide administrative support during implementation of the Project;
- Document management, including archiving documentation and control of data accuracy;
- Administration of work processes related to program agreements and Project implementation;
- Assist with data collection, data entry and data analysis;

- Assist Procurement and Financial Specialists, as well as other MSEY/PIU staff with administrative tasks;
- Report to the Project Manager;
- Perform other appropriate related tasks as assigned by the Project Coordinator and Project Manager.

4. Deliverables

The Administrative Associate works under the supervision of the Project Manager and shall prepare and provide the following:

- Time sheets - A daily record of work submitted in a monthly report;
- Monthly work plan - An outline of planned activities for the next reporting period, submitted on the first working day of the month;
- Monthly progress report - A summary of work completed during the reporting period, submitted on the first working day of the month.

5. Qualifications and Experience Required

Required professional requirements:

- completed secondary level of education,
- at least two (2) years of work experience;
- fluent in Croatian, and have excellent knowledge of spoken and written English;
- excellent digital literacy and command of computer tools and applications (MS Office and Internet Software are a must);

Candidates who have experience in working on projects related to the development of science and higher education, financed from public sources at the national level (state and local budget) and/or EU level and/or international level, will have an advantage.

6. Rights

The Administrative Associate will have the following rights:

- Work as an equal partner in the PIU, having access to necessary information, resources, documentation, IT, administrative and other support, including support of other team members to ensure the due performance of his/her tasks, responsibilities and duties;
- Informing the Project Coordinator and Project Manager of all operational shortcomings identified during the performance of his / her official duties and making suggestions for improvements.

7. Duration of the Contract

The Administrative Associate will be hired under a time-based contract, which includes 3-month probation period, and depending on business needs and satisfactory consultants' performance will last until December 29, 2028.

The assignment will be full-time. One working day consists of eight (8) working hours a day.