



**Bosna i Hercegovina
FEDERACIJA BOSNE I
HERCEGOVINE
ZENIČKO - DOBOJSKI
KANTON**



PUBLIC CALL FOR EXPRESSION OF INTEREST

Government of Zenica-Doboj Canton is inviting all persons interested in temporary employment on contractual basis on project «Zenica Service Centre», financially supported by Regione Piemonte (I), the Italian Ministry of Foreign Affairs and jointly implemented by Centro Estero Camere Commercio Piemontesi (I) and Government of Zenica-Doboj Canton (BiH), to apply for the positions with the following duties, responsibilities and qualifications:

1. Business Development Manager

- Duties: To plan and to coordinate the Service Centre activities in order to guarantee the services to the local enterprises through the management and control of the assigned budget, To start up and to maintain the contacts with both local Bodies and Institutions (Zenica-Doboj Canton) and international ones in order to facilitate the process of internationalisation of the local enterprises, To start collaboration with the local Bodies specialised in supplying enterprises with specific services, To promote and to plan bilateral meetings among local and foreign enterprises to contribute to the start-up and to the increase of commercial exchanges, To plan the identification of foreign commercial partners for the local enterprises and to follow the definition of the relevant collaboration agreements, To coordinate the collection and the spread of specific foreign countries economic data, To plan and coordinate the staff activity thus favouring their professional growth, To participate in the project Coordination Unit at al local level and to manage the reporting activities at Institutional level
- Educational qualifications:
Required: university degree (grade 7)
Preferably University degree in economics/degree in law
- Past work experience: At least two years experience in the management activity (planning, management and control) in similar organisations (Enterprises service centres) Service companies (marketing, market research) or in the commercial department of enterprises that already work with foreign partners
- Candidate's characteristics: Open-mindedness, flexibility, dynamism, autonomy, initiative and orientation towards the targets, enthusiasm, relational and organisational capacity, reliability and convincing attitude (leadership), good communication and sensibility towards the customer's satisfaction (customer relationship)
- Foreign languages: English: fluent and preferably another European language (German, French, Italian)
- Residence: Preferably in the area
- Computer literacy

2. **Trade Annalist**

- Duties: To evaluate the enterprises attitude towards the internationalisation process and to draw-up the basic documents on the methods of approaching the foreign countries of interest, To support the enterprises in the analysis and identification of foreign partners whose profiles match, To maintain contacts with foreign Institutions and Bodies able to provide local enterprises with selected lists of contacts, To collect, to analyse and constantly update the information on the Canton economic activities, To evaluate the need of new production technologies of the Canton enterprises, To promote the Zenica Service Centre services among the local enterprises, To prepare and manage the implementation of enterprises bilateral meetings also by drawing up meetings agendas, To help with the collection and spread of specific foreign countries economic data, To identify possible foreign commercial partners for the Bosnian enterprises and assist them in the definition of the relevant agreements
- Educational qualifications:
Required: University Degree (Grade 7)
Preferably University degree in economics/degree in law
- Past work experience:
Experience gained in similar organisations (enterprises service centres), in service companies (marketing, market research) or in the commercial department of enterprises that already work with foreign partners
- Candidate's characteristics:
Open-mindedness, flexibility, autonomy and initiative, enthusiasm, orientation towards the targets, professional "curiosity", relational and organisational capacity.
- Foreign languages: English: fluent and preferably another European language (German, French, Italian)
- Residence: Preferably in the area
- Computer literacy

3. **Assistant**

- Duties: To collect and constantly update (following pre-established criteria) the information on the local enterprises divided per sectors, To find and to file general and economic information on the foreign countries of interest, To draw-up newsletters for the local enterprises (economic data, list of contacts, etc.) on the foreign countries of interest, To assist in the organisation of events: management of all operative and logistics aspects, To manage meetings agenda and correspondence, To draw-up statistics and reports
- Educational qualifications:
Secondary education – Grade 4 (preferably completed higher school – Grade 6 or university Degree Grade 7)
- Work experience: previous work experience preferably by commercial units and departments of enterprises working with foreign markets or by Institutional bodies
- Candidate's characteristics: Mental clarity, speed of comprehension, operative autonomy, ability and constancy of commitment, relational and operative skills; excellent organizational skills.
- Foreign languages: English: fluent and preferably another European language (German, French, Italian)
- Residence: Preferably in the area
- Computer literacy

All candidates interested in above positions should submit the following documents at the latest by 21st July, 2005 at the address Kucukovici 2, 72000 (ground floor, office number 006) with the note «Application for ZSC»:

1. Detailed CV in English
2. Copy of the education certificate proving relevant required level of education
3. Copies of letters of recommendations by previous employees
4. Copies of certificate for foreign language knowledge