

Republic of Serbia  
Ministry of Justice  
Multi Donor Trust Fund for Justice Sector Support in Serbia

**CONSULTANCY SERVICES**  
Grant No. TF 97118

The Republic of Serbia – Ministry of Finance (MoF) has received a Multi-Donor Trust Fund for Justice Sector Support (MDTF-JSS) from various donors, jointly executed by the World Bank and the Ministry of Justice (MOJ) and intends to apply part of the proceeds of this grant funds to payments under the contract:

- Automated Case Management and Justice Reform Expert/Sector IT Expert, ref. no. SER-MDTFJSS-TF097118-IC-CS-11-16.

The services of Automated Case Management and Justice Reform Expert/Sector IT Expert include: monitor the user data entry into automated software case management system and its outputs (e.g. docket sheets, reports), recognizing deficient entries and making recommendations for improvement; monitor implementation of automated case management system in Serbian court network and provide recommendations for integration into one compatible system; provide technical assistance during case management software implementation on identifying and eliminating excessive administrative procedures; gathering and analysis of user feedback and suggestions regarding further development of further development of automated case management system; assistance in compiling of additional user manuals for updates of automated case management system; assistance to MOJ in creating, analyzing and evaluating reports generated from automated case management systems in Serbian courts; analysis of monthly reports and providing suggestion on reducing backlogs, etc.

The Consultant shall be engaged on a contract basis, full-time, as long-term consultant, for a period until 31st of December 2012, with its possible extension based on a satisfactory performance. Appointment to the position is expected to commence in January 2012. For the Consultant following is required: advanced degree in law, information technology, or related discipline; at least 5 years of relevant professional experience; experience in working with courts in Serbia; demonstrated familiarity with the structure/functions/organization of the justice sector in Serbia; a working knowledge of court procedures and/or case processing in the justice sector is highly desirable; experience from working with ICT-related issues in Serbia's justice sector is highly desirable; ability to work under pressure, with tight deadlines, in a multicultural environment; and excellent written and oral communications skills in English and Serbian, with the ability to prepare notes and summaries at short notice.

The Project Implementation Unit (PIU) of the Ministry of Justice (MOJ) now invites eligible individual consultants to indicate their interest in providing the services. Interested consultants must provide Cover Letter and CV representing description of similar assignments, experience in similar conditions and availability of appropriate skills.

A consultant will be selected in accordance with the IC procedure set out in the “*Guidelines: Selection and Employment of Consultants by World Bank Borrowers*”, published by the World Bank in May 2004 and revised in October 2006 and May 2010.

Interested consultants may obtain further information from the PIU of the MOJ at the address below from 09:00 to 15:00 hours.

Expressions of interest in English language must be delivered to the e-mail address below by January 13, 2012, 12:00 Noon, local time.

When submitting Expressions of interest please indicate assignment and reference number for which you are applying.

**Project Implementation Unit**  
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