



The European Union Delegation to Serbia is looking for:

Office support agent

- Post no. 157812 -

We are

The mission of the Delegation of the European Union (EU) to the Republic of Serbia is to represent the EU in Serbia, promoting and defending fundamental values and interests of the EU and its Member States; monitoring and supporting Serbia's accession, including through successful implementation of the EU assistance programmes and their visibility.

We offer

We offer a post of Local Agent – Functional Group IV. The successful candidate will occupy the job function of an Office Support Agent. The successful candidate will ensure, under the supervision and responsibility of the Head of Section, the execution of tasks related to the Reception and administrative office support.

Place of employment will be Belgrade. The post is on a full time basis with normal working conditions. We offer a competitive remuneration in an international environment. Benefits, such as additional pension scheme and medical insurance, are offered to employees and their families under certain conditions.

We look for

We look for a highly motivated and dedicated individual with relevant working experience, with very good communication and coordination skills and high ethical standards.

Education: formal education corresponding to completed high (secondary) school attested by a diploma.

Minimum working experience: At least 3 years of experience.

Knowledge: Knowledge of standard procedures linked to the work of the Reception. Specific knowledge of protocol matters and document management would constitute an advantage.

Skills: sound writing and communication skills, computer literate. Very good coordination and organization skills.

Languages: High level of spoken and written English and Serbian. Knowledge of any other EU working language would be an advantage.

Character references: High degree of responsibility and excellent communication skills. Resilient to stress. Team player, willing to learn, loyal to the Institution, its goals and values.

The EU Delegation to Serbia favours equal opportunity and equitable treatment for all. Individuals from minority groups, indigenous groups and persons with disabilities are encouraged to apply.

How to apply:

Please send your application and supporting documents to the following address:

*Delegation of the European Union to the Republic of Serbia
Administration (Ref. ADMIN/157812/2018)
Vladimira Popovića 40, 11070 Belgrade*

The package should include a motivation letter, a detailed recent CV, copies of diplomas, working experience and relevant certificates.

The job description and standard CV form for application can be downloaded from the EU Delegation to Serbia web site: <http://www.europa.rs>.

The Delegation will not consider job applications sent by e-mail.

Shortlisted candidates may be contacted for competence tests and afterwards contacted for interviews. The Delegation will not supply additional information or discuss the selection procedure by telephone. Please address any queries concerning this procedure to DELEGATION-SERBIA-ADMINISTRATION@eeas.europa.eu

Deadline for applications: 25th September 2018, 17h.

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