



The Delegation of the European Union to the Republic of Serbia is looking for:

**Temporary Information and Communication Officer
for Information, Communication and Press Section**

We are:

The European Union (EU) is a unique economic and political union between 28 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organisations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy.

The mission of the Delegation of the EU to the Republic of Serbia is to represent the EU in Serbia, promote and defend fundamental values and interests of the EU and its Member States; monitor and support Serbia's accession, including through successful implementation of the EU assistance programmes and their visibility.

We offer:

We offer a temporary post of Local Agent – Group I. The successful candidate will occupy the job function of Information and Communication Officer (without officially representing the Delegation). The successful candidate will contribute, under the supervision and responsibility of the Head of Section, to development and implementation of communication strategy of the Delegation, as per the job description.

Place of employment will be Belgrade. The post is a temporary position covering seven months (from 1st November 2017 to 31st May 2018), with normal working conditions. We offer a competitive remuneration in an international environment.

We look for:

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

Education: Formal education which corresponds to completed university studies of at least three years duration attested by a diploma.

Minimum working experience: Five years.

Knowledge: Management and coordination of press relations, information activities, visibility events, communication campaigns, EU-funded projects, reporting, social media.

Skills: Excellent communication, drafting and reporting skills, computer literacy. Very good coordination and organisation skills.

Languages: Excellent 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. High ethical standards.

The Delegation 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 (motivation letter and CV), via email with the subject "*Application for Temporary Information and Communication Officer position*" to the following address:

DELEGATION-SERBIA-ADMINISTRATION@eeas.europa.eu

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

Only shortlisted candidates will be contacted for an interview. Shortlisted candidates will be asked to provide supporting documents (copies of diplomas, working experience and relevant certificates) at the moment of the interview. Failure to provide any supporting document will lead to the disqualification of the candidate.

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: **8 October 2017**