



EUROPEAN UNION
DELEGATION TO THE REPUBLIC OF SERBIA

TRAINEESHIP PROGRAMME AT THE EU DELEGATION TO THE REPUBLIC OF SERBIA, BELGRADE

1. GENERAL CONTEXT

Following the Recommendation on a Quality Framework for Traineeships adopted by the Council of Ministers of the European Union (Ref. Treaty on the Functioning of the European Union, Articles 292, 153 and 166, dated the 10th March 2014), and a well-established tradition, the EU Delegation to the Republic of Serbia is offering unpaid traineeships.

Non-remunerated traineeships are meant for young university graduates with limited professional experience or who are starting a professional career, as well as to students in their last year of university, to compliment academic training. Our intense traineeship programme is designed for highly-motivated young graduates to get a direct experience of the European integration process by taking part in the activities of EU Delegation.

Traineeships are offered exclusively on a **volunteer (unpaid) basis** for a period of up to six months. We welcome applicants of all nationalities and backgrounds.

There is no contractual relation between the EU Delegation and trainees, thus no remuneration will be offered by the EU Delegation throughout the traineeship. Trainees are not considered, under any circumstance, as part of the diplomatic staff of the EU Delegation.

Trainees must provide a proof that they are insured by a suitable medical - sickness/accident insurance.

2. PURPOSE OF TRAINEESHIPS AND REQUIREMENTS

The purpose of a traineeship within the EU Delegation to Serbia is to provide the trainees with an opportunity to:

- have a unique, first-hand experience of daily work of the European Union Delegation to Serbia and in a multicultural, multilingual and multi-ethnic working environment;
- deepen their knowledge about representing of EU interests and values outside of the EU, about various aspects of EU - Serbia relations as well as with the European integration process and EU policies in general;

- offer young graduates a possibility of applying the knowledge acquired during their studies or earlier professional path;
- enhance connection between the EU Delegation to Serbia and local academic world.

Eligible candidates for traineeships:

You may apply for a traineeship with the EU Delegation if you are a national of an EU Member State, pre-accession states or locally where the EU Delegation is accredited (the Republic of Serbia).

Candidates should have a university diploma or be studying in a university in their last year and must be fluent in English.

Candidates with some previous professional experience could also be accepted, but this should not exceed one-year professional experience. Candidates with more than one year of professional = remunerated experience will not be considered for a traineeship.

Candidates who have already trained with or worked for an EU institution for a period of time, including (remunerated) *Blue Book* trainees, will not be eligible for traineeships offered by the EU Delegation to Serbia.

3. TRAINEESHIPS AVAILABLE

We offer traineeships in the following Sections of the EU Delegation:

A) Political, Press and Information Section

Description of tasks:

Under the supervision of the Head of Section/Head of Unit P&I, the trainee will be closely involved in activities concerning Serbia's progress in meeting the *political criteria* in the accession process as well as in activities relating to *information and communication*. Tasks mainly consist of assisting in research and reporting, analysing information and documentation, replying to public queries, contributing to the organisation of *visibility events*, participating in meetings and conferences and supporting the administrative coordination of the unit.

Qualifications and skills needed: university degree holders and above, preferably in *Political Sciences/Law/ International Relations/Journalism or Communication*. Good understanding of EU - Serbia relations, EU integration process, EU policy framework and functioning, *acquis Communautaire* and relevant Serbian legal framework in *judiciary, protection of human and minority rights, justice and home affairs*. Good knowledge of

Serbian political, social and media environment and public opinion attitude on Serbia's European integration. Good drafting skills.

Competent in using basic computer programs for word processing, spreadsheets, e-mails, and internet browser.

Linguistic skills: excellent knowledge of the English and Serbian language (written, spoken and read).

B) European Integration and Economic Section

Description of tasks:

Under the supervision of the Head of Section, the trainee will be closely involved in activities concerning Serbia's progress in approximation with the EU policies in the context of the Stabilisation and Association Process, and in the *implementation of the Interim Agreement*. Tasks would mainly consist of analysing information and documentation, assisting in research and reporting, replying to queries, contributing to organisation of events, participating in meetings and conferences and supporting administrative coordination of the unit.

Qualifications and skills needed: university degree holders or above, preferably in *Economic/Social/Political Sciences*. Familiarity with the current political and *economic* situation/issues related to Serbia's path towards the EU. Good understanding of the EU-Serbia policies as well Serbia's policies with special focus on the areas of *environment, energy, health protection, agriculture and fisheries*.

Competent in using basic computer programs for word processing, spreadsheets, e-mails, and the internet browser.

Linguistic skills: excellent knowledge of the English language (written, spoken and read); knowledge of Serbian language would be an important asset; knowledge of French is desirable.

C) ADMINISTRATION Section and IT:

Description of tasks:

Under the supervision of the Head of Section, the trainee will be closely involved in the overall activities of the Section consisting of mainly administrative support and assistance, filing and other clerical tasks. Tasks will consist of supporting staff of the section and in particular can contain secretarial tasks, support for archives, contribution in the organisation of relevant documents, assisting in reception of procurement applications and any other tasks necessary for a good functioning of the section as determined by the

Head of section or Deputy. Special interest area could be IT – networking and support to IT users.

Under the supervision of the Regional IT Officers the trainee will be closely involved in the IT support of the users which includes but not limits to:

- Assist the end-users for office automation tools (Word, Excel, Outlook ...);
- Prepare and setup workstations when staff comes/goes from Delegation (based on the reference configuration media delivered by the HQ);
- Manage the stock of laptops for staff members going on missions – recuperation + cleanup of portables returning from missions;
- On user request, test and install additional software and devices necessary for professional tasks (after approval of RITO);
- Register user incidents to the central helpdesk of Delegations for all ICT related issues (E-mail problems, access rights, problems with central applications, network connectivity problems, restoration of deleted files ...), ensure follow-up and implement solutions;
- Assist the end-users for the installation of presentation equipment (projectors, beamers...);
- Assist the end-users for usage of the videoconference equipment;
- Perform the patching of the network.

Qualifications and skills needed:

University degree holders and above, preferably in Engineering, IT, Mathematics or Administration. Good organisational skills and capacity to organise and arrange secretarial/archiving activities.

Competent in using computer programs for word processing, spreadsheets, e-mails, and internet browser.

Linguistic skills: excellent knowledge of the English language (written, spoken and read); knowledge of the Serbian language would be an important asset; knowledge of French is desirable.

D) Operations Section

General scope and description of tasks:

Under the supervision of a Head of an Operational Section or the Head of Cooperation, the trainee will be involved in activities concerning *programming, coordination or implementation of the EU financial assistance* to Serbia. Priority sectors of assistance are: justice and home affairs, public administration reform, social development, private sector development, transport, environment and climate change, energy, agriculture and rural development, cross-border cooperation, and support to civil society and human rights. Tasks would mainly consist of analysing information and documentation, assisting in research and reporting, replying to queries, contributing to organisation of events, participating in meetings and conferences and supporting administrative coordination of the unit.

Operations 2 Section – covering Public Administration Sector

Specific description of tasks:

Under the supervision of the Head of an Operational Section 2, the trainee will be involved in activities concerning the public administration reform framework that includes public administration bodies, both central and local, civil service framework, public finance management and control, e-government, public procurement, independent regulatory bodies etc. Tasks would mainly consist of analysing information and documentation, assisting in research and reporting, replying to queries, contributing to organisation of events, participating in meetings and conferences, writing minutes and supporting administrative coordination of the unit. These tasks also include following and summarising the data on legal changes published at the Government web sites, findings of the independent bodies and similar.

Qualifications and skills needed: university degree holders or above, preferably in one of the above listed priority sectors. Familiarity with the Serbian Public Administration system and reform agenda and the current political and economic situation/issues related to Serbia's path towards the EU. Good understanding of EU donor activities and financial assistance to Serbia. Familiarity with the Instrument for Pre-Accession and Project Cycle Management is desirable.

Competent in using basic computer programs for word processing, spreadsheets, e-mails, and the internet browser.

Linguistic skills: excellent knowledge of the English language (written, spoken and read); knowledge of Serbian language would be an important asset; knowledge of French is desirable.

Operations 3 Section – covering Infrastructure sector

Specific Description of tasks:

Under the supervision of a Head of an Operational Section or the Head of Cooperation, the trainee will be involved in activities concerning *programming, coordination or implementation of the EU financial assistance* to Serbia. The trainee will be working closely with the infrastructure team involved in planning and implementation of the infrastructure projects co-financed by IPA. Priority sectors are: environment (both water cycle management and solid waste management), transport and energy. Tasks would mainly consist of analysing information and documentation, assisting in research and reporting, replying to queries, contributing to organisation of events, participating in meetings and conferences and supporting administrative coordination of the unit.

Qualifications and skills needed: university degree holders or above, preferably in construction engineering. Familiarity with the current political and economic situation/issues related to Serbia's path towards the EU. Good understanding of EU donor activities and financial assistance to Serbia. Familiarity with the Instrument for Pre-Accession and Project Cycle Management is desirable.

Competent in using basic computer programs for word processing, spreadsheets, e-mails, and the internet browser.

Linguistic skills: excellent knowledge of the English language (written, spoken and read); knowledge of the Serbian language would be an important asset.

4. DURATION AND COMPENSATION

Traineeships are offered throughout the year and the selection process takes place, in principle, twice a year for each section. Usually, the EU Delegation to Serbia has spring/summer and autumn/winter sessions each year.

The traineeship may not exceed six months, and candidates should commit on a FULL TIME basis, *i.e.* 37.5 hours per week, Mondays through Fridays.

At the end of traineeship period, trainees should complete a report detailing work that they have carried out during their traineeship and assessment of their experience.

The EU Delegation will provide a certificate to trainees, but without any legal implications or liability for the institution.

Where the EU Delegation considers that unjustified absences are unreasonable or disruptive of work environment, it may decide to terminate the traineeship agreement.

Traineeships are offered exclusively on a volunteer (unpaid) basis.

5. APPLICATIONS

There is no specific application form. If you wish to apply, please send:

- A letter of motivation indicating your motivation for the traineeship with the EU Delegation in Serbia – Specific section(s) of your choice;
- A letter of recommendation from a School/University or previous employer/host;
- An EU CV form or any other format, EU CV could be downloaded [here](#);
- The trainee should bring a proof of suitable medical - sickness/accident insurance coverage (copy of 'zdravstvena knjizica'); for expatriated trainees, it is highly recommended to have a sickness/accident insurance policy specifically covering repatriation. The health insurance should cover the entire period of traineeship.

Expatriate trainees have to register with their national Consulate or Embassy or other resident diplomatic representation competent for their nationality. This is particularly important in case of emergency or evacuation.

A traineeship agreement will be signed by the trainee, as well as a declaration of absence of potential or real conflict of interest.

The listed documents should be sent to the following address by e-mail:

DELEGATION-SERBIA-ADMINISTRATION@eeas.europa.eu

Or by post: **EU Delegation to the Republic of Serbia**
Vladimira POPOVIĆA 40/V
11070 – Novi Beograd
Serbia

6. SELECTION PROCESS and RECRUITMENT

Selection of trainees will be conducted by relevant Heads of Sections, on the basis of CVs, application documents and interviews with short-listed candidates.

The EU Delegation to Serbia will ensure that all candidates are treated in a fair, transparent and non-discriminatory manner.

All candidates will be notified on reception of their application and on final outcome of the selection process by e-mail.

The deadline for sending applications is open throughout the year.

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