

Vacancy Announcement

Non-Key experts required for the EU funded project EU in Serbia Communication Network (EUNFONET)

The project “**EU in Serbia Communication Network (EUNFONET)**” is funded by the European Union and implemented in Serbia by the consortium led by EPTISA Southeast Europe d.o.o. The overall objective of the project is to provide technical assistance to the Delegation of the European Union in Serbia in its information, communication and media activities aimed at increasing public awareness and understanding of the European Union (EU), its values, functioning, institution, policies, programmes and assistance to Serbia and their impact on Serbian citizens and businesses, as well as of Serbia’s accession process.

To complete its team of experts for the project, EPTISA is seeking applications from suitably qualified professionals to support implementation of the project activities by covering the following position:

Junior Non-Key Experts – minimum 3, preferably 5 years of relevant experience

Position 1: Social Media Officer

Based in Belgrade, s/he will be responsible for communication through social media in close interaction with the EU Delegation. S/he will be in charge of defining and implementing a strategy for social media, well integrated in the wider communication Strategy. S/he will be in charge of all social media accounts and of the daily content update, posts, discussions, moderation and management of social media sites. S/he will monitor activities and discussions and debates on social media and will report on it and propose way to adapt communication on social media.

S/he will also assist the EU Delegation and in particular the Head of Delegation in managing and posting content on social media accounts. The language used for social media should be both Serbian and English depending on the medium and target group. In cooperation with other non-key experts, s/he will promote the networks and involve them in events and campaigns. When required s/he will be expected to perform duties during weekends and holidays.

In cooperation with the Audio-visual Producer and the Reporter and Web Editor, s/he will produce / adapt / disseminate innovative audio-visual and multimedia material, pictures, infographics, games, applications for social media and internet.

S/he will be in operational contact with staff of Information Section of EUD, in particular for social media. S/he must be able to work under time pressure and within short deadlines.

When required s/he will be expected to perform duties during weekends and holidays.

Qualifications and skills

- Bachelor's degree - where a university degree has been awarded on completion of three or more years of study in a university or equivalent institution, or alternatively minimum 3 years of general professional experience in addition to the minimum number of years of general experience specified below will be considered equivalent.
- Fluency in other EU languages – than those required for all staff – will be considered an asset.

General professional experience

- Minimum 3, preferably 5 years of communication, marketing, advertising, journalistic or a similar career in the media sector.

Specific professional experience

- Minimum 2, preferably 3 years of experience in producing, editing and / or distributing written, audio-visual and electronic information material on internet and/or different popular social media.

Position 2: EUIP Manager Novi Sad

EUIP Manager Novi Sad will be responsible for implementing activities of EUIP Novi Sad. EUIP Manager will work under the guidance of the Team Leader and coordinate activities on regional level with above-listed non-key experts and supervise *EUIP Public Space Manager Novi Sad* and *Information and Media Officer Novi Sad*.

EUIP Manager will be fully responsible for implementation of all contract activities in EUIP Novi Sad. S/he will also be responsible for the smooth functioning of the EUIP public space activities, social media, coordination of EUIP support staff, and for local events. S/he will contribute to producing news and A/V items, maintain local contract databases and mailing lists.

S/he is expected to have experience in working with different target groups and/or multipliers in respective regions (civil societies, media, academia, government, business, other).

When required s/he will be expected to perform her/his duties during weekends and holidays. Tight deadlines and crisis management are part of the job.



Qualifications and skills

- Bachelor's degree - where a university degree has been awarded on completion of three or more years of study in a university or equivalent institution, or alternatively minimum 3 years of general professional experience in addition to the minimum number of years of general experience specified below will be considered equivalent.
- Fluency in other EU languages – than those required for all staff – will be considered an asset.

General professional experience

- Minimum 3, preferably 5 years of relevant professional experience in communication and information.

Specific professional experience

- Team management experience in minimum 1, preferably 2 information or communication assignments aimed at the general public (such as communication, advertising, campaigns, elections, public awareness campaigns, issue/policy advocacy, other).
- 1, preferably 2 years of relevant professional experience in customer service and direct contact with the public will be considered an asset.
- Experience in moderating events and/or lectures about EU will be considered an asset. Experience in lecturing will be considered an asset.

How to apply

If your profile matches criteria, please send us your updated **EU format CV in English** to the following email address:

- ✓ jobs@euinfo.rs
- ✓ **e-mail subject:** *Name of the position you are applying to*
- ✓ Deadline for submission of applications is **2 February 2020**
- ✓ Expected start date – **February 2020**.

Note:

Detailed job description, exact duration (number of working days) and starting date for each position depend on the project needs and will be defined when possible, and discussed with the shortlisted candidates only.

Only shortlisted candidates will be contacted and asked to provide corresponding certificates of their education and professional experience.