

Vacancy Announcement

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

The project “**EU in Serbia Communication Network (EUINFONET)**” is funded by the European Union and implemented in Serbia 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 positions:

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

Position: EUIP Public Space Manager Novi Sad

EUIP Public Space Manager Novi Sad will be responsible for managing day-to-day activities of EUIP public space in Novi Sad and assisting EUIP manager Novi Sad in all other activities. S/he will be responsible for the smooth functioning of the EUIP public space activities, coordination of EUIP Novi Sad support staff, and will also be in charge of local social media accounts, in close coordination with Social Media Officer. 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.

S/he will be responsible for making the EUIP Novi Sad an interesting, welcoming and lively place, attracting interesting exhibitions, events, speakers, guests. S/he will offer opportunities to other implementers of EU assistance projects and to other third parties to host events in the EUIP.

S/he will create, develop, organise and fully implement visible and popular public events in her/his respective region and at EUIP Novi Sad public space. These may be outdoor public awareness campaigns and events, visits, lectures, debates, press conferences, networking events, conferences, open air cultural/sports events, prize awarding ceremonies, other. S/he will provide feedback to the EUINFONET Team Leader providing objective overview with indicators of participation and media coverage.

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

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 public relations/communication.

Specific professional experience

- Experience in a position of events organiser or similar (management position) in minimum 2, preferably 3 large scale communication events aimed at general public (marketing / advertising campaigns, elections, public awareness campaigns, issue/policy advocacy, other).
- Minimum 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
- ✓ **email subject:** *Name and number of the position you are applying to*
- ✓ Deadline for submission of applications is **25 August 2019**
- ✓ Please submit a separate application for each position you would like to apply to
- ✓ Expected start date – September 2019.

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.