



The Delegation of the European Union to the Republic of Serbia

is looking for:

**Project Officer for Employment policy
(fixed-term position)**

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 an employment contract on a fixed-term basis with normal working conditions, starting on 16 March 2020 (tentative date), ending on 31 December 2020 with the short extension possibility. The successful candidate will occupy the job Project Officer for Employment policy in the line with the Job description. Under the supervision of the Head of Section, the selected candidate will ensure effective and efficient programming and implementation of financial assistance and support the EU membership preparation of Serbia in the field of employment.

Place of employment is Belgrade. We offer a competitive remuneration in an international environment.

We look for

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

Academic background: completed University degree in politics, law, international relations, journalism or social sciences.

Professional experience: at least five years of active professional experience in the required field. Experience in EU related activities in Serbia would be an asset.

Information technology: candidate must have a very good knowledge of Microsoft Office (word, excel, power point).

Languages: excellent knowledge of English and Serbian, including excellent written and verbal skills required.

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/2020/TW/OPS2/01)
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.

Only shortlisted candidates will be 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: 17 February 2020

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