

A project co-implemented by  
the Public Security Department  
of the Italian Ministry of the  
Interior

IPA/2017/390-963

“Countering serious crime in  
the Western Balkans”



This project is funded by  
the European Union

## **JOB ANNOUNCEMENT** **PROJECT ASSISTANT**

The EU-funded Project “Countering Serious Crime in the Western Balkans” (IPA/2017/390-963) seeks a - full-time - **Project Assistant** for the Project office based in **Belgrade**.

### **Duration of the contract**

September 2019 – December 2019 (with possible extension)

### **Place of Employment**

Belgrade – Serbia

### **Tasks**

1. Dealing with all activities that are relevant under the Project and outlined in the Project contract. The **Project Assistant** will support the Resident Expert in the realization and proper development of the Project activities, including his/her responsibilities of general management and Project administration;
2. Providing the necessary support and consultancy about the local juridical system concerning the activities of the Project;
3. Legal advice and overall support to the Resident Experts, Short-term and other foreign specialists during the organization of workshops, working group meetings and other initiatives in the Balkan area, trainings, seminars;
4. Drafting of papers and documents on the legal system effective in the Country, useful for the international experts involved in the activities;
5. Participating in workshops, meetings, conferences, study visits, and training seminars in the Country and abroad, when required, providing – when needed - administrative and logistics support;
6. When needed, providing interpretation at meetings/workshops/seminars/conferences from English to Serbian language and vice-versa;
7. Updating the staff of the Project with the new regulations about Project-related subjects;
8. Organising relations and contacts with the staff of the beneficiary and other institutions involved in the Project;
9. Providing support to the drawing-up of reports and plans;
10. Performing any other activities related to the implementation of the Project which may emerge during the course of time and/or as required by the line manager.

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### **Qualifications**

Applicants shall have the following qualifications:

1. University degree in law, political science, or any other equivalent administrative and/or legal subject;
2. Serbian language native speaker;
3. Extensive experience in international Project's implementation and management (previous experience in EU Projects dealing with law enforcement / international police cooperation will be an asset);
4. Knowledge of EU policies and institutions is desirable;
5. Excellent interpersonal and communication skills;
6. Excellent oral and written language skills in Serbian and English (knowledge of Italian language will be an asset);
7. Knowledge of rule of law and security terminology in both Serbian and English languages;
8. Familiarity with the most relevant software programmes (word, excel, outlook, internet, power point);
9. Organizational and analytical skills and initiative;
10. Flexibility and maturity of judgment.

### **Place of Applications**

The applications (CV with up-to-date photo and a motivation letter) must be sent via e-mail to the following addresses:

[serbia.ipa2@interno.it](mailto:serbia.ipa2@interno.it)  
[prescoord.ipa2@interno.it](mailto:prescoord.ipa2@interno.it)

### **Deadline for applications**

Deadline for applications is the 9<sup>th</sup> of August 2019 CET C.o.B.

All the applications sent after the deadline will not be taken into account.

Short-listed candidates will be invited via email for an interview which will take place in Belgrade by the end of August. Candidates not contacted by the Project by 20<sup>th</sup> of August 2019 are to be considered as not shortlisted.

The successful applicant will be granted a full time contract with a 1-month probationary period.

**The selected candidate will have to provide his/her work performance solely to the Project, any other employment relationship, notably with the Public Administrations, will have to cease.**