



The European Union Delegation to Serbia is looking for:

— Driver -

Post no. 341653

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 a post of a Driver, Local Agent – Functional Group V. The successful candidate will perform his/her duties under the supervision and responsibility of the Head of Administration.

Place of employment will be Belgrade, the Republic of Serbia. The post is on a full time basis with normal working conditions. Some overtime due to frequent missions, mainly in Serbia, should be foreseen.

We offer a competitive remuneration in an international environment. Benefits, such as additional pension scheme and medical insurance, are offered to employees and their families under certain conditions.

We look for

We look for a highly motivated and dedicated individual with relevant working experience and with excellent driving skills.

Education: Formal education corresponding to completed high school (secondary education) attested by a diploma.

Minimum working experience: At least 5 years of experience.

Knowledge: Recent driving knowledge related to driver's category B; possession of C1 category – an advantage. Knowledge of traffic infrastructure in Belgrade and Serbia and basic driving protocol.

Skills: Computer literate, package to include Microsoft office.

Languages: Excellent command of Serbian and excellent command of English.

Character references: High degree of responsibility, resilient to stress. Team player, willing to learn, loyal to the Institution, its goals and values. High ethical standards.

Selection criteria

- Medical ability and fitness to perform the required duties – medical certificate will be required for pre-selected candidates only;
- Valid and clean driver's licence for category B;
- Civil rights and permits for employment under the local Law;
- Formal education corresponding to a high school diploma;
- At least 5 years of relevant and recent driving experience;
- Excellent command of Serbian and English;
- Computer literate, package to include Microsoft office.

Assets/Advantages

- Previous proven working experience under employment with international organizations and embassies in the Republic of Serbia;
- Knowledge of French or any other EU working languages;
- First aid course proven by a valid certificate;
- Safe driving training proven by a valid certificate.

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 e-mail address:

DELEGATION-SERBIA-ADMINISTRATION@eeas.europa.eu

Subject of the message: Driver (Ref. ADMIN/341653/2020)

The package should include a motivation letter, a detailed recent CV, copy of diploma, working experience, copy of valid driver's licence 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>.

Shortlisted candidates may be contacted for a driving test and afterwards 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: 9th June 2020, 16h.

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