



**The European Union Delegation to Serbia is looking for:**

**- Secretary -**

**Post no. 117288**

**We are**

The European Union (EU) is an economic and political partnership between 27 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organizations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy.

The EU Delegation to Serbia in Belgrade works in close coordination with the Embassies and Consulates of the 27 EU Member States. We are a fully-fledged diplomatic mission and represent the European Union in dealings with the Serbian government in areas that are part of the EU's remit.

**We offer**

The post of a **Secretary** (Local Agent, Group AL-3) in the **Finance, Contracts and Audit Section**. The team consists of 20 people and there are occasional atypical working hours.

Under this post, the recruited person will be attributed functions depending on the needs of the Delegation and the Section, and on the changes of these needs. The successful candidate **will serve under the supervision and responsibility** of the Head of Finance, Contracts and Audit Section, providing support, expertise and assistance in procurement and financial field.

Following main tasks and duties are currently required:

- Prepare notes, minutes of meetings, routine correspondence, Power point presentations and other texts needed for the overall Section activity.
- Provide logistical support for organisation of meetings and evaluation committees (reception of guests/attendees, liaising with the Administration Section on preparation of the room, materials, refreshment as well as transport needs etc.).
- Communication and liaising with the National Authorities and beneficiaries of EU contracts.
- Ensure follow-up and respect of deadlines in the Section's activities and in particular the procurement planning.
- Provide translations of small texts.
- Up-date those contact list(s) in the Outlook public folder relevant to the Section's activities.
- Maintain co-ordination with the Delegation's Secretariat and Operational sections Secretariats.

- General administrative and logistical support upon instructions.
- Administrative support for incoming missions from Headquarters, European Court of Auditors, auditors, inspection or supervisory missions.
- Monitor the registration of incoming mail (including e-mails) in the system.
- Allocate registered mail to appropriate individuals and maintain up-to-date mailing lists and task follow-up.
- Ensure follow-up and respect of deadlines of replies requested from the Section.
- Draft, type, verify layout and check quality of documents presented for signature.
- Prepare and copy correspondence for transmission.
- Ensure that all records are complete in ARES (EU registration system) and transmit final documents to the reception CAD/DMO for registration of main documents/attachments.
- Ensure proper encoding and registration of financial documents.
- Coordination of input necessary for reporting obligations such as yearly reports to Headquarters, regular reports internal to the Delegation, data quality controls, follow-up of recommendations etc...
- Provide assistance to the tasks of the Procurement Officers, in particular in the evaluations for calls for proposals and tenders.
- Ensure proper electronic filling and archiving of documents on the server of the EU Delegation in compliance with the internal filling/archiving policy.
- Follow-up and monitoring of the Key Performance Indicators under the responsibility of the Section.
- Perform any other task requested by the Head of Section or Deputy related to the activities and responsibilities of the FCA section.

The base salary will depend on relevant and verified employment experience. There is a competitive benefits package, subject to certain conditions, including personal leave days and public holidays, health insurances and a retirement savings plan.

The expected start date will be in March 2024.

### **We look for**

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

### **Minimum requirements / eligibility criteria (necessary for the application to be considered)**

- Medical ability and fitness to perform the required duties – medical certificate will be required for pre-selected candidates only;
- Civil rights and permits for employment under the local Law;

- Formal education corresponding to a high school (secondary education) attested by a diploma;
- At least five years of relevant and recent secretarial experience;
- Very good command of Serbian and English, level C1 (spoken and written);
- Computer literate, package to include Microsoft office.

#### **Assets / selection criteria (basis for awarding points to select the best applicant)**

- Seven + years of relevant working experience;
- Previous proven working experience under employment with international organizations;
- Relevant working experience in the area of public procurement is an advantage;
- Knowledge of a second EU working language;
- Experience in EU financial and procurement procedures is an advantage;
- Experience in the Instruments for pre-accession assistance and management modes is an advantage;
- Experience in EU audit procedures and the European Court of Auditors is an advantage;
- Knowledge of ethics and the EU anti-fraud strategy is an advantage;
- Knowledge of internal EU IT tools (ABAC, ARES...) is an advantage.

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 submit your **application, [Europass format CV - compulsory and a declaration on honour regarding the good standing/work rights/medical fitness]** The package should include a motivation letter, a detailed recent CV, copy of diplomas, working experience, copy of relevant certificates should be sent to the following e-mail address :

[DELEGATION-SERBIA-HR@eeas.europa.eu](mailto:DELEGATION-SERBIA-HR@eeas.europa.eu)

*Subject of the message: Secretary (Ref. ADMIN/117288/2023)*

The successful candidate will be subject to a medical check, background check, etc. whatever is relevant.

#### **The process**

After the deadline for applications, the **eligible** applications will be admitted to the Selection by the Committee set up for this purpose.

Depending on the number of applications received, successive phases of Selection may include shortlisting of candidates based assessment of the information provided in the cover letter and CV, then practical testing and interviews. At least six best candidates will be invited to the final interview.

Only candidates admitted to each successive selection phase will be contacted individually. The Delegation will use the same means of publication as for this job advertisement to inform the remaining candidates once the recruitment procedure has been completed and that a candidate has (or has not) been recruited.

The Delegation will not supply additional information or discuss the selection procedure. During the selection process, please do not contact the members of the Selection Committee, but address your questions and comments to the Delegation's Administration.

Please address any queries concerning this procedure to [DELEGATION-SERBIA-HR@eeas.europa.eu](mailto:DELEGATION-SERBIA-HR@eeas.europa.eu)

**Deadline for applications: 14 January 2024 *Belgrade local time*.**

\* \* \* \* \*