



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

## **Secretary to the Cooperation Section**

**Post no. 117349**

### **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 **Secretary, local agent, functional group III, who will serve in the Cooperation Section of the EU Delegation to Serbia** and whose tasks should be flexible to adapt to the needs of the EU Delegation.

### **Functions will include:**

Working as secretary assigned to the Cooperation team, tasks according to the job description.

Place of employment will be Belgrade. The post is on a full time basis with normal working conditions, while time wise flexibility is sometimes required to adapt to the environment.

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, with very good coordination and communication skills and high ethical standards.

### **Requirements:**

#### **Minimum Requirements:**

- Medically fit to perform the required duties
- Enjoys civil rights and permits for employment under local law

### Education:

- Formal education corresponding to completed university (or equivalent institution) studies of at least 3 years attested by a diploma or alternatively minimum 3 years of professional experience in addition to the minimum number of years of professional experience specified below will be considered equivalent;
- Education in the field of business administration and similar would be an advantage.

### Minimum working experience:

- At least 5 years of experience in the field of secretary/assistant work; 7 + years of experience is an advantage.

### Knowledge:

- Knowledge of and/or experience with document management;
- Satisfactory knowledge of English as a working language and Serbian (written, spoken and oral);
- Knowledge of the EU, its values, functioning, objectives, policies and assistance to Serbia, knowledge of Serbia accession process to the EU;
- Knowledge and experience in working with IT-tools would be considered as a strong asset.

### Skills:

- Excellent communication skills and the ability to establish and maintain constructive working relations both within and outside the EU Delegation;
- Ability to communicate clearly on complex issues and the capacity to perform with accuracy and in a flexible manner a diversity of tasks in a complex institutional environment;
- Computer literacy. Attention to detail, numeracy and analytical skills.

Languages: have a professional fluency in the English and Serbian languages, ability to understand, read, speak and write – level C2. Knowledge of French and any other EU working language would be an advantage.

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

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

*Subject of the message: Secretary (Ref. ADMIN/117349/2022)*

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>.

Shortlisted candidates may be contacted for competence tests and afterwards 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](mailto:DELEGATION-SERBIA-ADMINISTRATION@eeas.europa.eu)

**Deadline for applications: 29<sup>th</sup> May 2022, 16h Belgrade local time.**

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