



The European Union Delegation to Serbia is looking for:

— Driver -

Post no. 355053

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 Driver (Local Agent, Group 5) in the Administration Section. The team consists of 16 people and there are occasional atypical working hours. Some overtime due to frequent missions, mainly in Serbia, should be foreseen.

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

Following main tasks and duties are currently required:

- Driving and transportation services for all categories of staff at the EU Delegation.
- Driving and transportation services for any person as requested.
- Ensure proper messenger services, related to post office, banks, Ministries and other.
- Ensure proper messenger services for any public service administration, diplomatic missions and international organisations.
- In contact with the Administration and all Sections' secretaries, take information and arrangements on daily driving duties.
- Carry out payments and other services requiring transportation.
- In coordination with the Administration, take care of the Delegation fleet, regular maintenance and verification of proper service car condition.
- Keep the logbook and timesheet updated and signed.
- Execute the role of a driver in the IT internal application.
- To carry out tasks as instructed by his/her hierarchy.

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 June 2023.

We look for

We look for a highly motivated and dedicated individual with relevant working experience and excellent driving 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;
- Valid and clean driver's licence for category B;
- Civil rights and permits for employment under the local Law including a possession of a valid national passport meant for missions abroad;
- Formal education corresponding to a high school (secondary education) attested by a diploma.
- At least 5 years of relevant and recent driving experience;
- Very good command of English – level B2 and excellent command of Serbian – mother tongue or level C2;
- Computer literate, package to include Microsoft office and knowledge of digital cartography.

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

- Seven + working experience as a professional driver;
- Previous proven working experience with diplomatic missions and/or international organizations;
- Knowledge of French and/or any other EU working language;
- First aid course proven by a valid certificate;
- Defensive driving training proven by a valid certificate.
- Armoured vehicles licence.
- GPS reading.

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 and a declaration on honor regarding the whatever is relevant: good standing/work rights/medical fitness]** The package including a motivation letter, a detailed recent CV, copy of diploma, working experience, copy of valid driver's licence and relevant certificates should be sent to the following e-mail address:

DELEGATION-SERBIA-HR@eeas.europa.eu

Subject of the message: Driver (Ref. ADMIN/355053/2023)

The successful candidate will be subject to a medical check and background check.

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 (driving and written test) 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

Deadline for applications: 21 May 2023.

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