



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

**Communication and Media Officer**

**– Post no. 157113 –**

**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 communication.

**We offer**

We offer a post of Local Agent – Functional Group I. The successful candidate will occupy the job function of a Communication and Media officer. The successful candidate will ensure, under the supervision and responsibility of the Head of Information, Communication and Press and within a team, the planning, coordination and reporting of Communication and Media activities of the EU in Serbia, across policies, programmes and projects in a coherent way in order to maximise impacts. This will include the planning, preparation, and organisation of the delivery of public statements, interviews in different media, and the participation in press conference and press briefings for EU officials. This may also include tasks to monitor and report on the media environment in Serbia within the EU accession process.

Place of employment will be Belgrade. The post is on a full time basis with normal working conditions, while time - flexibility is required to adapt to the media 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 communication, media relations and coordination skills, political sense and with high ethical standards.

### 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 journalism, media, marketing or EU affairs is an advantage.

### Minimum working experience:

- At least 5 years of experience in the field of communication, advertising, marketing or journalism and with or in media. Seven + years – an advantage.

### Knowledge:

- Management and coordination of press relations, information activities, visibility events, communication campaigns, EU-funded projects, reporting, social media;
- Knowledge of media environment in the Republic of Serbia and its challenges; knowledge of European and international standards on freedom of expression and media freedom;
- Knowledge of the EU, its values, objectives, policies and assistance to Serbia and of Serbia accession process to the EU, would constitute an advantage.

### Skills:

- Excellent skills and experience in speechwriting and preparing interviews, press releases, press packages, stories and articles;
- Excellent PR skills, from developing Communication PR strategies to implementing them, organising and enhancing media coverage and public outreach of campaigns, events and other communication activities;
- Excellent writing and reporting skills, computer literacy. Very good communication, coordination, organization and analytical skills.

Languages: Excellent spoken and written English and Serbian. Knowledge of any other EU working language would be an advantage.

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

### Selection criteria

- Relevant working experience to perform the required duties;
- Civil rights and permits for employment under the local Law;
- Formal education corresponding to a university degree diploma or additional professional experience as mentioned above;
- 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;
- Previous proven experience in working with or on the EU;
- Knowledge of other EU working languages;
- Ability and experience in using and producing communication tools and products (social media, photos, videos, presentation design).

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 (motivation letter and CV), via email with the subject "*Application for Communication and Media Officer – ref. ADMIN/157113/2019*" to the following address: [DELEGATION-SERBIA-ADMINISTRATION@eeas.europa.eu](mailto:DELEGATION-SERBIA-ADMINISTRATION@eeas.europa.eu)

The job description and standard CV form for application can be downloaded from the EU Delegation to Serbia web site: <http://www.europa.rs>.

Only shortlisted candidates will be contacted for an interview. Shortlisted candidates will be asked to provide supporting documents (copies of diplomas, working experience and relevant certificates) at the moment of the interview. Failure to provide any supporting document will lead to the disqualification of the candidate.

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: 12<sup>th</sup> April 2019, 17h.

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