



Vacancy Announcement

Non-Key experts required for the EU funded project EU in Serbia Communication Network (EUIFONET)

The project “**EU in Serbia Communication Network (EUIFONET)**” is funded by the European Union and implemented in Serbia by the consortium led by EPTISA Southeast Europe d.o.o. The overall objective of the project is to provide technical assistance to the Delegation of the European Union in Serbia in its information, communication and media activities aimed at increasing public awareness and understanding of the European Union (EU), its values, functioning, institution, policies, programmes and assistance to Serbia and their impact on Serbian citizens and businesses, as well as of Serbia’s accession process.

To complete its team of experts for the project, EPTISA is seeking applications from suitably qualified professionals to support implementation of the project activities by covering the following position:

Junior Non-Key Experts – minimum 3, preferably 5 years of relevant experience

Position: Information and Media Officer Novi Sad

Permanently based in Novi Sad, Information and Media Officer Novi Sad will work closely with regional and local media in Vojvodina in order to ensure strong presence and coverage of EU assistance projects events and information, and to provide content on EU assistance for websites, publications and social media. S/he will write, edit and post local and regional news stories and audio-visual (A/V) news materials for EUIC/EUIPs website, and contribute with relevant news to EUIC/EUIPs websites and social media accounts. S/he will regularly attend local and regional EU-related and assistance visibility events and acquire first-hand information to produce quality news. S/he will assist the European Union Delegation in preparing and implementing visits of EU officials (from the Delegation and the Headquarters) outside Belgrade (preparation of programme, briefings, media contact, report, etc.) In addition, s/he will be responsible for sending press releases and media monitoring. In coordination with other EUIP Novi Sad experts and support staff, s/he will also be responsible for the smooth functioning of the EUIP regular day-to-day activities.

Tight deadlines and crisis management are part of the job.

Qualifications and skills

- Bachelor’s degree - where a university degree has been awarded on completion of three or more years of study in a university, or equivalent institution or alternatively minimum 3 years of general professional experience in addition to the minimum number of years of general experience specified below will be considered equivalent;

- Fluency in other EU languages – than those required for all staff – will be considered an asset.

General professional experience

- Minimum 3, preferably 5 years of relevant professional experience working in communication, advertising, marketing or journalism and with or in media.

Specific professional experience

- Experience in organising and delivering minimum 1, preferably 2 large scale information or communication campaigns aimed at general public (such as communication, advertising, campaigns, elections, public awareness campaigns, issue/policy advocacy, other).
- Previous experience in organising visits media visibility events of EU funded projects, EU institutions or local prominent institutions promoting European integration process in Serbia will be considered an asset.
- Experience in working with different target groups and/or multipliers in respective region (civil societies, media, academia, and government, business, other).

How to apply

If your profile matches criteria, please send us your updated **EU format CV in English** to the following email address:

- ✓ jobs@euinfo.rs
- ✓ **email subject:** *Name of the position you are applying to*
- ✓ Deadline for submission of applications is **28 May 2023**
- ✓ Expected start date: **01 July 2023**

Note:

Detailed job description, exact duration (number of working days) and starting date for each position depend on the project needs and will be defined when possible, and discussed with the shortlisted candidates only.

Only shortlisted candidates will be contacted and asked to provide corresponding certificates of their education and professional experience.