



The European Union Delegation to Serbia is looking for:

**Project Officer for EU Policies – Justice, freedom and security
Profile: Project Management
– Post no. 117352-**

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 Local Agent – Functional Group I. The successful candidate will occupy job function of a Project officer – EU policies in the field of **Justice, freedom and security** with the view on (not exclusively) cooperation in the field of drugs, counter terrorism (CT), preventing and countering violent extremism (CVE), police cooperation, cybercrime. Job profile will be Project Management. The successful candidate will ensure, under the supervision and responsibility of the Head of Cooperation and the Head of Section, coordination of programming and implementation of financial assistance to support the EU membership preparations of Serbia, as well as will contribute to the work of the EU Delegation in the negotiations of Chapter 24 – Justice, freedom and security.

Place of employment will be Belgrade. The post is on a full time basis with normal working conditions. 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 skills and high ethical standards.

Education: formal education corresponding to completed university studies of at least 3 years attested by a diploma. University level education in the field of law would constitute an advantage.

Minimum working experience: At least 5 years of experience. 7+ years – an advantage.

Knowledge: Knowledge of EU and Serbian policies in the field of rule of law, in particular home affairs, and project cycle management. Knowledge of EU financial assistance and its standard procedures.

Skills: sound writing and reporting skills, computer literate. Very good coordination, organisation and analytical skills. Strong digital skills in the field of rule of law, would constitute an advantage.

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

Character references: High degree of responsibility and excellent communication skills. Resilient to stress. Team player, willing to learn, loyal to the Institution, its goals and values. High ethical standards, as the job deals with EU financial assistance.

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 address:

*Delegation of the European Union to the Republic of Serbia
Administration (Ref. ADMIN/117352/2019)
Vladimira Popovića 40, 11070 Belgrade*

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>.

The Delegation will not consider job applications sent by e-mail.

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

Deadline for applications: 27th September 2019, 12h.

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