

## Job Announcement

### Project Assistant

A Project Assistant is sought for an EU Project entitled “*Strengthen the regional cooperation on migration management between Western Balkan and neighboring EU Member States in accordance with EU Acquis and international standards*”. The Swedish Migration Agency of Sweden will implement the project in partnership with the Commissariat for Refugees and Migration, Republic of Serbia. The working language is English.

#### I. Tasks and responsibilities:

The responsibilities of the Project Assistant will be the following:

- General support to the Project Manager in terms of office and project administration including financial management
- Supporting the Project Manager in establishing and maintaining regular contact with representatives of relevant authorities of the project partners and other stakeholders
- Record keeping, correspondence, drafting of minutes of meetings and other administrative duties
- Supporting the Project Manager and Short Term Experts (STEs) from the Member States involved in the project activities
- Logistical organization of project-related workshops, seminars and conferences
- Provide interpretation services from English to Serbian language and vice versa during meetings, missions, seminars, training sessions and other events
- Provide high-quality written translation from English to Serbian language and vice versa of different documents and material

#### II. Qualifications and skills required:

- Relevant University degree
- Practical experience in office management and multi-year experience of EU-project administration
- Excellent spoken and written command of English and Serbian (proficiency level)
- Experience in translation and interpretation
- Advanced computer skills, including a first-class command of Microsoft Word, Excel, PowerPoint & Outlook
- Ability to meet set deadlines and work in demanding situations with a willingness for hard work and to be flexible, as part of an international result-oriented team
- Maturity of judgment and a problem-solving approach with the ability to work alone or with minimal supervision
- Excellent skills in communication and working in an international environment
- Availability to travel in the country and abroad
- Advanced computer skills, including a first-class command of Microsoft Word, Excel, PowerPoint & Outlook

### **III Selection procedure and deadlines for the submission of the application**

Qualified candidates may submit their application, including Curriculum Vitae (Europass format<sup>1</sup>) and Cover Letter to Swedish Migration Agency at following link/mail address:

Ms. Katarina Mlekov - [katarina.mlekov@migrationsverket.se](mailto:katarina.mlekov@migrationsverket.se)

Ms. Natalie Krstanovska – [natalie.krstanovska@migrationsverket.se](mailto:natalie.krstanovska@migrationsverket.se)

Closing date for application 2024-03-15. Project start: 240401. Project duration: 24 months. Incomplete applications or sent after the above deadline will be disqualified and treated as non-eligible.

The selection procedure will include job interviews and possibly employee assessment tests. Only those candidates that are short-listed for interviews will be notified.

Duty station: Belgrade, Serbia

The employer maintains the right to cancel the recruitment in case the project funding is not allocated.

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<sup>1</sup> <https://europass.cedefop.europa.eu/>