

The European Union Delegation to the Republic of Serbia, Belgrade is looking for:

ADMINISTRATIVE ASSISTANT in the Administration Section.

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 the Republic of Serbia, 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 Administrative Assistant (Local Agent Group 2) in the Delegation's Administration Section. The team consists of 18 people. 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 the administrative, infrastructure (building management) and finance matters.

Following main tasks and duties are currently required:

Function type: INFRASTRUCTURE

Duties:

- Preparation of Building files (EUD office and Residence);
- Administrative and operational management of the Delegation's contracted real estates, including but not limited to the follow-up of the implementation of the building contracts, their amendments, indexation (calculation and implementation), insurance policies, budgetary consumption;
- Colocations: following-up on existing agreements and supporting with the preparation of new ones;
- Preparation of housing norms review;
- Encoding and updating of the housing data in corporate databases;
- Assisting the Security Management Team (SMT) in issues related to the accommodations of expatriate staff and the EUD office;
- Acting as an internal contact point for the matters of accommodations of expatriate staff;
- Assisting the new comers with temporary and permanent accommodation and follow-up of procedural steps;
- Being focal point and coordinator for the internal office removals and the office allocation/relocation;
- Arranging and ensuring proper delivery and implementation of office refurbishments and infrastructural works;
- Accompanying and supervising of office refurbishment contractors and other infrastructure contractors present in the EUD premises;
- Acting as a Residence Manager which includes but is not limited to the follow-up of the lease contract, contact with the owner and sub-parties dealing with Residence maintenance, contact with domestic staff on the housing issues;

- Managing all steps of the asset life cycle, ensuring accuracy of asset database (excluding manual tracking);
- Acting as a contact point with relevant contractors.

Function type: BUDGET and FINANCE

Duties:

- Preparing procurement files for refurbishments;
- Preparing technical specifications relevant to infrastructure or as requested to support the section's workload;
- Acting as Data Entry Agent and/or Operational Initiating Agent in the Administration financial workflow;
- Assisting the Delegation's Imprest Account Holders in reporting obligations;
- Ensuring compliance with the Financial Regulation and other legal and regulatory requirements.

Function type: OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

Function name: Document and mail handling

Duties:

- Providing general administrative support upon instructions from the Head of Administration and/or the Head of Delegation;
- Drafting correspondence in the framework of his/her functions;
- Performing other duties of a similar nature or level;
- Ensuring proper electronic filling and archiving of documents on the server of the EU Delegation in compliance with the internal filling/archiving policy;
- Assisting deputy DMO with the elimination of infrastructure files.

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 1 August 2025.

Minimum requirements / eligibility criteria (necessary for the application to be considered)

- Formal education of at least 3 years attested by a faculty diploma
- At least 5 years of experience in the field of administration/infrastructure/logistic matters
- Very good command of Serbian and English (spoken and written) – B2 level
- Right to residence and work in the Republic of Serbia

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

- Knowledge of internal EU corporate IT tools is an advantage;
- Knowledge of a second EU working language is an advantage;
- Experience in EU/EEAS financial procedures is an advantage;
- Knowledge of ethics and the EU anti-fraud strategy is an advantage;
- Experience in the area of the EU/EEAS procurement is an advantage.

How to apply

Please submit your **application** via the functional mailbox: eeasjobs-118@eeas.europa.eu.

The application should include a motivation letter, a detailed recent CV (**Europass format CV is mandatory**; link: <https://europass.europa.eu/en/create-europass-cv>) and supporting documents related to the academic qualifications and work experience.

Subject of the message: Administrative Assistant (Reference ADMIN/2025/JP/08753)

Only complete applications received via functional mailbox **no later than Monday, 09/06/2025 at 23:59 (Belgrade local time)** will be considered.

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; practical testing and interviews. Best candidates will be invited to the final interview and presentation of supporting documents related to the academic qualifications, work experience and medical fitness for the administrative work in the office.

Only candidates admitted to each successive selection phase will be contacted individually. The Delegation will 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.

EQUAL OPPORTUNITIES:

The European Union is committed to an equal opportunities policy for all its employees and applicants for employment. As an employer, the EU is committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds. We aim at a service which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.