

PULSE OF EUROPE – Media Trips to EU

Vacancy Announcement

Non-Key Expert required for the project Pulse of Europe - Media Trips to EU

Non Key Expert 1: Media Trips Coordinator

The project *Pulse of Europe – Media Trips to EU* (Media Trips EU and Serbia, Europeaid/139995/DH/SER/RS) is funded by the European Union and is under implementation in Serbia by the Consortium led by the Goethe Institute. The project is managed by the Delegation of European Union to the Republic of Serbia. The overall objective of the project is to raise awareness, public knowledge and understanding of Serbia's accession process/negotiations with the EU among Serbian citizens as well as to increase awareness on the Serbia's accession process to the EU in Member States. The project aims to explain to Serbian audience via media reports how Member States successfully addressed issues now affecting Serbia as parts of EU integration process. To that aim, the project will organise tailor-made trips for Serbia media to EU Member States, international organisations and other countries and regions in the Western Balkans, as well as a series of events promoting content stemming from media visits.

To complement its team of experts for the project, the Consortium led by the Goethe Institute in the partnership with Independent Journalists Association of Serbia (IJAS-NUNS) and Center for Cultural Decontamination (CZKD) is seeking applications from suitably qualified professionals to support implementation of the project activities by covering the position of Junior Non-Key Expert 1: Media Trips Coordinator.

Under the guidance of the Team Leader, he/she will be responsible for assistance in proposing and implementing media trip programmes, as well as overall coordination of all the logistical and technical support requirements. This expert will be responsible for support to the Team Leader in drafting required media trip reports and corresponding questionnaires. He/she will be responsible for effective and successful coordination with media trip participants prior, during and following the trips.

The expert will be responsible for:

- Provision of support in proposing and implementing media trips programmes, as well as coordination with media trip participants in all stages of implementation;
- Provision all logistics in organisation of media trips (booking, flights arrangements) and events that are to be organised after execution of media trips;
- Provision of pre-accounting services;
- Provision of administrative work (back office).

The expert is expected to:

- Receive instructions and report to Key Expert;

- Demonstrate willingness to learn and take over accounting requirements adapted to internal procedures;
- Deliver financial reports after each media trip, as well as contribute to interim and final reports.

Expert profile

For this position the following minimum qualifications and skills are required:

- 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 written and spoken English; fluency in other EU languages will be considered an asset;
- Excellent communication, reporting and teamwork skills;
- Computer literacy.

General professional experience required:

Minimum 3, preferably 5 years of experience in administration and financial management.

Specific professional experience:

- Minimum 3, preferably 5 years of post-graduate experience in relevant fields of work;
- Previous experience in financial management related to EU-funded projects;
- Experience in work with media, civil society organisations and international organisations would be considered an asset.

Duration and location:

This assignment shall be implemented in Republic of Serbia, with a possibility of occasional travels to the EU, in the period: September 2025 - June 2026. The assignment is foreseen to take up to 115 working days.

How to apply:

If your profile matches the criteria listed above, please send your updated EU format CV in English to the following address: office@mediatrips.eu, with the subject: Media Trips Coordinator.

Deadline for submission of applications: 10 August 2025.

Note: Only shortlisted candidates will be contacted and asked to provide corresponding certificates of their education and professional experience. Note that civil servants and other staff of the public administration, of the partner country or of international/regional organizations based in the country, can only be approved to work as experts if well justified. The justification should be submitted with the CV and shall prove that the candidate is seconded or on personal leave.



Delegation of the European Union
to the Republic of Serbia

This project is funded by
the European Union



#EY
ЗА ТЕБЕ



Resavska 28/II | 11000 Belgrade | Serbia
t: +381 11 334 3255 | e: info@mediatrips.eu