

## 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: EU Communication Officer

Mobile, dynamic and flexible, s/he will be based in Belgrade and will steer, coordinate and implement communication activities related to all aspects of ensuring high visibility of EU accession process and EU activities in Serbia, in line with the Communication strategy. Her/his role will be in particular to maximise the impact of the visibility of EU assistance in Serbia and steer communication activities which are developed across different EU-funded projects, programmes, and implemented by a diversity of stakeholders such as Serbian government, EU or International Organisations, bodies and agencies, NGOS+s and CSOs or other project implementers so that they are coordinated, integrated in wider political messages and enhance the communication strategy and the campaigns launched by the European Delegation in Serbia. S/he will work under the guidance of the Communication, Information and Press section of the EU Delegation to Serbia and closely with the communication advisor and manager, and in interactions with programme and project managers in the EU, the EU Delegation, the relevant Serbian ministries (in particular the Ministry of European Integration and the Ministry of Finance, Department for Contracting and Financing of EU Funded programmes – CFCU) and implementers and beneficiaries of EU assistance projects and programmes, the EUIP managers, and other non-key experts.

With her/his coordination and steering role, communication and visibility of EU policies, activities and assistance should be coordinated within and across sectors so as to increase impacts.

Responsibilities will include identifying and using to full extent visibility opportunities to highlight the positive impact of EU assistance to Serbia and support to reforms, their concrete benefits

for citizens. S/he will coordinate activities on EU assistance visibility in close cooperation with EU Delegation; source, produce and actively distribute quality success stories for use by the media, and publish on all media platforms and in dedicated print and electronic publications; conceive and produce quality visibility and promo materials on EU assistance; contribute to designing and implementing a successful EU assistance visibility strategy in Serbia and dedicated information campaigns/major events. S/he will be responsible for logistics and practical aspects of assistance visibility events, and coordinate all parties involved in the execution.

S/he will engage in active and timely sourcing, writing, editing, quality control, production, and sending out of information products relevant to assistance visibility and reforms (press announcements, press releases, media coverage/monitoring reports, other).

S/he will liaise between the Delegation, Government, project implementers and their Public Relation Officers, and beneficiaries. They will be responsible for updating and maintaining databases of EU policies and EU funded projects, such as the EUzaTebe platform and the Map of EU Funded Projects (<http://mapa.euinfo.rs>). S/he will show imagination and creativity in communicating EU assistance and EU backed reforms, while at the same time ensuring strict application of EU visibility guidelines. S/he will provide guidance and training about communication and visibility to relevant stakeholders in the Delegation, Government, project implementers and their Public Relation Officers, and beneficiaries.

S/he will ensure quality control and production process of all leaflets, brochures, other publications.

S/he will ensure all necessary copyrights, permits and registration.

S/he will organise and implement study, training and field trips, in or outside Serbia

### **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 4 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).
- Experience in managing IT communication platforms will be considered an asset.
- Previous experience in organising 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 moderating events and publishing will be considered an asset.

### **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](mailto:jobs@euinfo.rs)
- ✓ **email subject:** *Name of the position you are applying to*
- ✓ Deadline for submission of applications is **12 June 2020**
- ✓ Expected start date – **01 July 2020**.

*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.*