



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:

Senior Non-Key Experts – minimum 5, preferably 7 years of relevant experience

Position: Opportunity Officer

S/he will be responsible for systematically mapping opportunities that the EU (in the widest possible sense) offers to Serbian organisations (national and local administrations, CSOs, businesses...) and individuals (researchers, scientists, entrepreneurs, teachers, students, sportsmen and sportswomen, youth,...). S/he will be responsible for promoting them to potential beneficiaries as well as to media (including social media) as well as to the general public. She will also be responsible for communicating results and success stories of EU opportunities in Serbia.

S/he will be responsible for ensuring that the “opportunity platform” of the EUzaTebe platform is always updated and well promoted.

S/he will organise and develop tools and training material to help potential applicants to know how best how to apply, as well as info days and trainings, and support and promote efforts from other stakeholders to do trainings and info days.

In order to do that, s/he will liaise and coordinate actions with responsible stakeholders, from the EU Delegation, the Ministry of European Integration and other relevant Serbian institutions,

EU institutions and programmes, and EU funded projects in Serbia, as well as with EU Member States.

S/he will work in good cooperation with other EU communication officers in the EUINFONET to ensure that his/her work is coherent with and ensures synergies with sector communication, as well as other experts, in particular the Social Media Officer.

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 5, preferably 7 years of relevant professional experience working in communication, advertising, marketing or journalism and with or in media;

Specific professional experience

- Design and implementation of minimum 2, preferably 3 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 strategic and crisis communication 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
- ✓ **email subject:** *Name of the position you are applying to*
- ✓ Deadline for submission of applications is **18 January 2023**
- ✓ Expected start date – **01 February 2023**

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.