

## Vacancy Announcement

### Non-Key experts required for the EU funded project EU in Serbia Communication Network (EUINFONET)

The project “**EU in Serbia Communication Network (EUINFONET)**” is funded by the European Union and implemented in Serbia 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 positions:

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

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##### Position 1: Media Relations and Information Officer

Mobile, dynamic and flexible, s/he will be based in Belgrade and will coordinate and implement activities related to relations with media. In close co-operation with the EU Communication Officers, this expert will be the key contact point for Serbian media and in the lead of increasing presence of the EU in media and ensuring adequate media presence at EU related events taking place in the EU Info Centre and in the field. S/he will provide close assistance to the EU Delegation on its communication activities, in particular to the Head of Delegation and Head of Communication and will assist with short-term reactions to external events, as well as crisis communication when needed.

Tasks will include identifying and using to full extent and promoting through media, EU visibility opportunities to highlight the positive aspects of European integration for Serbia, as well as of EU assistance to Serbia and support to reforms, their concrete benefits for citizens. S/he will help in identifying and mobilising cultural / sport and other influencers to promote the EU and EU activities in Serbia or its interests.

S/he will assist the EU Delegation in planning, preparing, organising or participating in drafting and publication of information materials, Press Releases and delivering statements in public events, press conference and interviews.

In cooperation with the EU Delegation, s/he will draft and disseminate information materials and press releases. S/he will plan, prepare, organise the delivery of public statements, interviews in different media, and the participation in press conference and press briefings for EU officials – notably for the Head of the EU Delegation to Serbia and for visiting high-level officials. Such interviews should be planned in a communication strategy and planning or should take place on an ad hoc basis and on request. S/he will provide support for EU officials to prepare and deliver the interviews and statements in Press Conferences and Briefings (briefings, draft answers, reviews, translations, set-up, photographs and videos if necessary...)

S/he will assist the EU Delegation in organising and implementing events and visits to Serbia (notably for high-level visits from EU Headquarters) and throughout Serbia (notably for the Head of Delegation): agenda; visits; meetings; briefings; speeches; interviews; events; media; press releases and press announcement; social media; reporting.

S/he will prepare briefings and speeches for EU officials participating in events (whether they are organised by the EU Info Centre, the EU Delegation or by other organisers), notably for the Head of the EU Delegation to Serbia. Speech writing will be an important aspect of the task: in cooperation with relevant services of the EU and EU Delegation to Serbia, s/he should "translate" the information to deliver into well-drafted and convincing speeches for the specific audience and in a way which matches the style of the speaker. Excellent coordination with the EU delegation will be needed for this.

S/he will be responsible for media monitoring and analyses and will be reactive to media developments.

S/he will be active in fighting disinformation.

When required s/he will be expected to perform their duties during weekends and holidays.

Tight deadlines and crisis management are part of the job.

### **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;
- Perfect command of English and Serbian language (minimum level C1), notably to write speeches.
- Fluency in other EU languages will be considered an asset.

### **General professional experience**

- Minimum 5, preferably 7 years of writing, or journalistic or a similar career in the media sector.

### **Specific professional experience**

- Minimum 2, preferably 3 years of professional experience in writing – in both English and Serbian – public speeches, articles, news stories (including on areas of EU policies and EU integration process) to prominent media or with national coverage or equivalent.
- Previous experience in covering and reporting from visibility events of EU funded projects, or events related to EU – Serbia relations or local prominent institutions promoting European integration process in Serbia will be considered an asset.
- Experience in strategic and crisis communication will be considered an asset.

### **Position 2: Audio-visual Producer**

Mobile, dynamic and flexible, s/he will be in the lead of the EU Info Center's audio-visual production. S/he will supervise cooperation and partnerships with TVs and radio stations and key web portals using A/V production. S/he will work in close co-operation with Media Relations and Information Officer in order to build up and maintain regular working relationships with television and radio

stations across the country. S/he will also work closely with the reporter and Web Editor and Social media officer to produce and disseminate audio-visual material on internet and social media. The focus of his/her engagement will be to ensure:

- Frequent, regular or on-demand production for broadcasting or internet / social media posting of audio-visual / television / radio / products (e.g. feature stories on EU funded projects in Serbia and/or region, on EU policy priorities, on events, documentaries, animations, infographics, TV shows, radio products, and/or talk shows).
- Establishment of a working relationship with existing networks of local and regional television stations, with a purpose of offering video products and programme exchanges among network members
- Establishment of a media partnership with a national broadcaster or several of them (terrestrial and/or cable) with the aim of enhancing EU visibility and activities in the country.
- Occasion or regular video recording of statements by EUD management members which would later be uploaded on YouTube, social networks and other relevant media.

S/he will regularly attend events and acquire first-hand information to produce quality A/Vs and/or source them through agencies. S/he will closely collaborate with EU Communication Officer and Social Media Officer. S/he should be able to record first audio-visual materials relevant for the objective of the contract.

S/he will provide website and social media content, working in close collaboration with the Reporter and Web Editor and acting as his/her back up as needed.

When required s/he will be expected to perform their duties during weekends and holidays.

Tight deadlines and crisis management are part of the job.

### ***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***

- A minimum of 5, preferably 7 years of professional experience in the field of audio-visual production in television or news oriented audio-visual production.

### ***Specific professional experience***

- Managing production or directly producing minimum 20 news reports of general nature and minimum 10 feature pieces (duration not less than 5 minutes) of general nature.

- Experience in producing innovative audio-visual materials for TV, internet, social media will be considered an asset.
- Previous experience in covering and reporting from visibility events of EU funded projects, or events related to EU – Serbia relations or local prominent institutions promoting European integration process in Serbia will be considered an asset.
- Experience in production of EU activity related news reports and features will be considered an asset.

### **Position 3: Reporter and Web Editor**

Based in Belgrade and working under pressure and tight deadlines, s/he will source, write, edit and post daily news stories on the EU Delegation and EU Info centre websites, and regularly update non-news content. S/he will actively and operatively use information from EU institutions, EU Delegation, EU project managers and implementers, EU-related events and assistance visibility events in Serbia, as well as other EU sources, to maintain the websites as key reference points for news on EU-Serbia relations and events of EUINFONET.

S/he will contribute to producing A/V and social media content and should be able to take photos of events and locations.

S/he will animate a lively network of journalists and media covering EU affairs in Serbia (including a Media Club) to be able to respond to their needs and good ideas.

S/he will regularly (at least once a week) edit the weekly newsletter / e-mail with latest news stories and announces of forthcoming events that will be sent out to at least 600 media. She will also regularly update networks developed and maintained in the framework of this contract, such as the EUTEKA network and EU-information relays in local government and municipalities. Drafting and sending press releases and media monitoring is part of the job. She will also assist the EU Delegation on providing regular information about EU activities in Serbia to Embassies of EU member States in Serbia, other embassies and International Institutions and to Headquarters.

In cooperation with other key and non-key experts, s/he will be responsible for supporting activities of the networks developed and maintained in the framework of this contract, such as Team Europe, EUTEKA network and EU-information relays in local government and municipalities. S/he will promote and support these networks and involve them in events and campaigns. S/he will act as the contact point for the National Library, and regularly update the EU in Serbia part of the Digital Library of the National Library, and promote it through networks. S/he will be in operational contact with the Communication, Information and Media section of EUD.

### **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.
- Perfect command of English and Serbian language (minimum level C1).
- Fluency in other EU languages will be considered an asset.

### **General professional experience**

- Minimum 5, preferably 7 years of communication, journalistic or a similar career in the media sector;

### **Specific professional experience**

- Minimum 2, preferably 3 years of professional experience in writing – in both English and Serbian – articles, news stories (including on areas of EU policies and EU integration process) to prominent media or with national coverage or equivalent.
- Minimum 2, preferably 3 years of professional experience in producing, editing and / or distributing written, audio-visual and electronic information material on internet and/or social media.
- Previous experience in covering and reporting from visibility events of EU funded projects, or events related to EU – Serbia relations or local prominent institutions promoting European integration process in Serbia will be considered an asset.

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### **Junior Non-Key Experts – minimum 3, preferably 5 years of relevant experience**

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#### **Positions 4 and 5: EU Communication Officers (two positions)**

Mobile, dynamic and flexible, they 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. Their 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. They will work 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, EUIP managers, and other non-key experts.

With their 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. They 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. They will be responsible for logistics and practical aspects of assistance visibility events, and coordinate all parties involved in the execution.

They 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).

They will liaise between the Delegation, Government, project implementers and their Public Relation Officers, and beneficiaries. They will be responsible for updating and maintaining the database of EU funded projects and the Map of EU Funded Projects (<http://mapa.euinfo.rs>). They 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. They 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.

They will ensure quality control and production process of all leaflets, brochures, other publications.

They will ensure all necessary copyrights, permits and registration.

They will organise and implement study, training and field trips, in or outside Serbia.

They will be in operational contact with the Communication, Information and Press section of the EU Delegation.

### ***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 5 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);
- 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.

## **Position 6: Events Officer**

Highly mobile and flexible, s/he will contribute to conceptualising, creating, operationalising, coordinating and implementing all public information and communication events and campaigns envisaged under this contract. S/he will create, develop, organise and fully implement highly visible and popular public events at the EUIC in Belgrade, as well as in other locations throughout Serbia. Contract envisages large scale outdoor public awareness campaigns and events, visits, lectures, debates, press conferences, networking events, conferences, open air cultural/sports events, prize awarding ceremonies, other with the participation of the Head of Delegation, senior officials, and high-level visitors from Brussels. For each campaign, s/he will provide feedback (lessons learnt) and media coverage report to the Delegation. Each event and campaign proposal, submitted well in advance, will have a reference to strategy, clear and measurable objectives, key messages, and media and network engagement component.

S/he is expected to have experience in working with different target groups and/or multipliers (civil societies, media, academia, government, business, other) preferably in Serbia. S/he will be responsible for all logistical requirements and practical aspects of information campaigns, ranging from the organisation, acquisition of all necessary permits and licences, coordination of all parties involved in the execution from team members to outside support staff or especially contracted personnel. S/he will work in close cooperation with the Senior Communication Advisor and Manager and other non-key experts to ensure media components and partnerships for events and campaigns, and involvement of information multipliers and networks.

S/he will support public diplomacy activities of the EU Delegation: offering, proposing and organising / implementing support and sponsorships to public, cultural, sport, social youth events organised by other stakeholders.

S/he will create news content on EU-related and assistance visibility events that can be later re-published in the Serbian media.

Tight deadlines and crisis management are part of the job.

### ***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 5 years of relevant professional experience in organisation and/or management capacity of large scale visibility events, public awareness or communication campaigns.

### ***Specific professional experience***

- Experience in a position of events organiser or similar (management position) in minimum 2, preferably 3 large scale communication events aimed at general public (marketing /

advertising campaigns, elections, public awareness campaigns, issue/policy advocacy, other).

- Experience in organising large scale outdoor events, including knowledge of requirements, authorisations and procedures.
- Previous experience in organising visibility communication events of EU funded projects, EU institutions or local prominent institutions promoting European integration process will be considered an asset.

### **Position 7: Social Media Officer**

Based in Belgrade, s/he will be responsible for communication through social media in close interaction with the EU Delegation. S/he will be in charge of defining and implementing a strategy for social media, well integrated in the wider communication Strategy. S/he will be in charge of all social media accounts and of the daily content update, posts, discussions, moderation and management of social media sites. S/he will monitor activities and discussions and debates on social media and will report on it and propose way to adapt communication on social media.

S/he will also assist the EU Delegation and in particular the Head of Delegation in managing and posting content on social media accounts. The language used for social media should be both Serbian and English depending on the medium and target group. In cooperation with other non-key experts, s/he will promote the networks and involve them in events and campaigns. When required s/he will be expected to perform duties during weekends and holidays.

In cooperation with the Audio-visual Producer and the Reporter and Web Editor, s/he will produce / adapt / disseminate innovative audio-visual and multimedia material, pictures, infographics, games, applications for social media and internet.

S/he will be in operational contact with staff of Information Section of EUD, in particular for social media. S/he must be able to work under time pressure and within short deadlines.

When required s/he will be expected to perform duties during weekends and holidays.

### **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 5 years of communication, marketing, advertising, journalistic or a similar career in the media sector.



### ***Specific professional experience***

- Minimum 2, preferably 3 years of experience in producing, editing and / or distributing written, audio-visual and electronic information material on internet and/or different popular social media.

### **Position 8: EUIC Public Space Manager**

S/he will be responsible for the smooth planning, organisation and running of all daily activities of the EUIC in Belgrade. S/he will be present during EUIC opening hours and responsible for coordinating the work of the EUIC support staff. Tasks range from: ensuring high visibility and interest in EUIC services from individual and group visitors, proactively organising group visits to EUIC and Delegation, speaking to them and inviting speakers, organisation of events in EUIC premises, organisation of other optimal customer service including public queries.

S/he will be responsible for making the EUIC an interesting, welcoming and lively place, attracting interesting exhibitions, events, speakers, guests. S/he will offer opportunities to other implementers of EU assistance projects and to other third parties to host events in the EUIC.

In addition, s/he will manage EUINFO subscriptions, library collection, publications stocks and distribution, and organize presentations of new publications. S/he will ensure that shelves, newspapers and all EUIC facilities are operational and in good order. S/he will propose and manage the selection of EU material and books displayed at the EUIC/EUIPs and their distribution to all participants. S/he will be expected to moderate some public events in the EUIC. S/he will manage the EUIC calendar and announce events in EUIC public space on websites and social media.

### ***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 5 years of relevant professional experience in public relations/communication.

### ***Specific professional experience***

- Minimum 1, preferably 2 years of relevant professional experience in customer service and direct contact with the public.
- Experience in lecturing and moderating events and/or lectures about EU will be considered an asset.

### **Position 9: EUIP Manager Novi Sad**

EUIP Manager Novi Sad will be responsible for implementing activities of EUIP Novi Sad. EUIP Manager will work under the guidance of the Team Leader and coordinate activities on regional level with above-listed non-key experts and supervise *EUIP Public Space Manager Novi Sad and Information and Media Officer Novi Sad*.

EUIP Manager will be fully responsible for implementation of all contract activities in EUIP Novi Sad. S/he will also be responsible for the smooth functioning of the EUIP public space activities, social media, coordination of EUIP support staff, and for local events. S/he will contribute to producing news and A/V items, maintain local contract databases and mailing lists.

S/he is expected to have experience in working with different target groups and/or multipliers in respective regions (civil societies, media, academia, government, business, other).

When required s/he will be expected to perform her/his duties during weekends and holidays. Tight deadlines and crisis management are part of the job.

#### **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 5 years of relevant professional experience in communication and information.

#### **Specific professional experience**

- Team management experience in minimum 1, preferably 2 information or communication assignments aimed at the general public (such as communication, advertising, campaigns, elections, public awareness campaigns, issue/policy advocacy, other).

### **Position 10: EUIP Manager Nis**

EUIP Manager Nis will be responsible for implementing activities of EUIP Nis. EUIP Manager will work under the guidance of the Team Leader and coordinate activities on regional level with above-listed non-key experts and supervise *EUIP Public Space Manager Nis and Information and Media Officer Nis*.

EUIP Manager will be fully responsible for implementation of all contract activities in EUIP Nis. S/he will also be responsible for the smooth functioning of the EUIP public space activities, social media, coordination of EUIP support staff, and for local events. S/he will contribute to producing news and A/V items, maintain local contract databases and mailing lists.

S/he is expected to have experience in working with different target groups and/or multipliers in respective regions (civil societies, media, academia, government, business, other).

When required s/he will be expected to perform her/his duties during weekends and holidays. Tight deadlines and crisis management are part of the job.

### ***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 5 years of relevant professional experience in communication and information.

### ***Specific professional experience***

- Team management experience in minimum 1, preferably 2 information or communication assignments aimed at the general public (such as communication, advertising, campaigns, elections, public awareness campaigns, issue/policy advocacy, other).

## **Position 11: EUIP Public Space Manager Novi Sad**

EUIP Public Space Manager Novi Sad will be responsible for managing day-to-day activities of EUIP public space in Novi Sad and assisting EUIP manager Novi Sad in all other activities. S/he will be responsible for the smooth functioning of the EUIP public space activities, coordination of EUIP Novi Sad support staff, and will also be in charge of local social media accounts, in close coordination with Social Media Officer. When required s/he will be expected to perform her/his duties during weekends and holidays. Tight deadlines and crisis management are part of the job.

S/he will be responsible for making the EUIP Novi Sad an interesting, welcoming and lively place, attracting interesting exhibitions, events, speakers, guests. S/he will offer opportunities to other implementers of EU assistance projects and to other third parties to host events in the EUIP.

S/he will create, develop, organise and fully implement visible and popular public events in her/his respective region and at EUIP Novi Sad public space. These may be outdoor public awareness campaigns and events, visits, lectures, debates, press conferences, networking events, conferences, open air cultural/sports events, prize awarding ceremonies, other. S/he will provide feedback to the EUINFONET Team Leader providing objective overview with indicators of participation and media coverage.

S/he is expected to have experience in working with different target groups and/or multipliers in respective region (civil societies, media, academia, and government, business, other).

### **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 5 years of relevant professional experience in public relations/communication.

### **Specific professional experience**

- Experience in a position of events organiser or similar (management position) in minimum 2, preferably 3 large scale communication events aimed at general public (marketing / advertising campaigns, elections, public awareness campaigns, issue/policy advocacy, other).
- Minimum 1, preferably 2 years of relevant professional experience in customer service and direct contact with the public will be considered an asset.
- Experience in moderating events and/or lectures about EU will be considered an asset. Experience in lecturing will be considered an asset.

## **Position 12: EUIP Public Space Manager Nis**

EUIP Public Space Manager Nis will be responsible for managing day-to-day activities of EUIP public space in Nis and assisting EUIP manager Nis in all other activities. S/he will be responsible for the smooth functioning of the EUIP Nis public space activities, coordination of EUIP Nis support staff, and will also be in charge of local social media accounts, in close coordination with Social Media Officer. When required s/he will be expected to perform her/his duties during weekends and holidays. Tight deadlines and crisis management are part of the job.

S/he will be responsible for making the EUIP Nis an interesting, welcoming and lively place, attracting interesting exhibitions, events, speakers, guests. S/he will offer opportunities to other implementers of EU assistance projects and to other third parties to host events in the EUIP.

S/he will create, develop, organise and fully implement visible and popular public events in her/his respective region and at EUIP Novi Sad public space. These may be outdoor public awareness campaigns and events, visits, lectures, debates, press conferences, networking events, conferences, open air cultural/sports events, prize awarding ceremonies, other. S/he will provide feedback to the EUINFONET Team Leader providing objective overview with indicators of participation and media coverage.

S/he is expected to have experience in working with different target groups and/or multipliers in respective region (civil societies, media, academia, and government, business, other).

### ***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 5 years of relevant professional experience in public relations/communication.

### ***Specific professional experience***

- Experience in a position of events organiser or similar (management position) in minimum 2, preferably 3 large scale communication events aimed at general public (marketing / advertising campaigns, elections, public awareness campaigns, issue/policy advocacy, other).
- Minimum 1, preferably 2 years of relevant professional experience in customer service and direct contact with the public will be considered an asset.
- Experience in moderating events and/or lectures about EU will be considered an asset.
- Experience in lecturing will be considered an asset.

## **Position 13: Information and Media Officer Novi Sad**

Permanently based in Novi Sad Information and Media Officer Novi Sad will work closely with regional and local media in Vojvodina in order to ensure strong presence and coverage of EU assistance projects events and information, and to provide content on EU assistance for websites, publications and social media. S/he will write, edit and post local and regional news stories and audio-visual (A/V) news materials for EUIC/EUIPs website, and contribute with relevant news to EUIC/EUIPs websites and social media accounts. S/he will regularly attend local and regional EU-related and assistance visibility events and acquire first-hand information to produce quality news. S/he will assist the European Union Delegation in preparing and implementing visits of EU officials (from the Delegation and the Headquarters) outside Belgrade (preparation of programme, briefings, media contact, report, etc.) In addition, s/he will be responsible for sending press releases and media monitoring. In coordination with other EUIP Novi Sad experts and support staff, s/he will also be responsible for the smooth functioning of the EUIP regular day-to-day activities.

Tight deadlines and crisis management are part of the job.

### ***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 5 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).
- Previous experience in organising visits 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 working with different target groups and/or multipliers in respective region (civil societies, media, academia, and government, business, other).

## **Position 14: Information and Media Officer Nis**

Permanently based in Nis, Information and Media Officer Nis will work closely with regional and local media in south-east Serbia region in order to ensure strong presence and coverage of EU assistance projects events and information, and to provide content on EU assistance for websites, publications and social media. S/he will write, edit and post local and regional news stories and audio-visual (A/V) news materials for EUIC/EUIPs website, and contribute with relevant news to EUIC/EUIPs websites and social media accounts. S/he will regularly attend local and regional EU-related and assistance visibility events and acquire first-hand information to produce quality news. S/he will assist the European Union Delegation in preparing and implementing visits of EU officials (from the Delegation and the Headquarters) outside Belgrade (preparation of programme, briefings, media contact, report, etc.) In addition, s/he will be responsible for sending press releases and media monitoring. In coordination with other EUIP Nis experts and support staff, s/he will also be responsible for the smooth functioning of the EUIP regular day-to day activities.

Tight deadlines and crisis management are part of the job.

### ***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 5 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).
- Previous experience in organising visits 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 working with different target groups and/or multipliers in respective region (civil societies, media, academia, and government, business, other).

### **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 and number of the position you are applying to*
- ✓ Deadline for submission of applications is **18 January 2019**
- ✓ Please submit a separate application for each position you would like to apply to
- ✓ Expected start date – February 2019.

*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.