



We are hiring!

Become a member of the
EUIC network team
and help us promote a better future
for the citizens of BiH.

Duty Stations:	Banja Luka, Brcko, Mostar or Sarajevo; Bosnia and Herzegovina (with possibility of local travel)
Application deadline:	31 March 2018
Project:	Management of EU Info Centre and EU Info Points in Bosnia and Herzegovina 2018
Project ref:	EuropeAid/138918/DH/SER/BA
Languages required:	English and B/C/S
Start of contract:	1 June 2018
End of contract:	31 December 2018 (with the possibility of extension)

Background:

This project is aimed at supporting the EUD to BiH in management of the EUIC network consisting of the EU Information Centre in Sarajevo, EU Information Points in Banja Luka, Mostar and Brcko District and the EU Info Corners.

In particular, it aims at increasing knowledge and general understanding of EU values and policies, EU institutions, EU programmes, benefits and obligations of EU membership, knowledge of the country's accession process and the importance, volume and impact of projects of the EU assistance programme in the country.

The EUIC network team is instrumental in implementation of the information and communication activities. Becoming a member of the Team implies that you are ready to work in a dynamic and highly changeable environment, keen to learn and improve, have a team spirit and are passionate about instilling a positive change in the BiH society. Does this sound like you? Good! Read on...

General requirements:

In order to be considered for the shortlist, candidates must fulfil the following requirements:

- University degree;
 - Proficiency in English;
 - Working knowledge of BiH languages;
 - Excellent communication and analytical skills (except Web master/IT support);
 - Familiar with EU-BiH relations and with BiH political scene, economic scene, media and civil organisations (except Webmaster/IT support);
 - At least 3 years of general professional experience;
 - Able to demonstrate the expertise they are engaged for (please, see job descriptions below);
 - Demonstrated experience in use of social media for public relations and publicity purposes will be a strong asset.
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Job title: Job title: Administrator/Event Assistant

Job reference: AEA

Duty station: Sarajevo

Job description: S/he is expected to be responsible for the smooth running of the EUIC. S/he will be responsible for public customer service and information at the EUIC, being the first point of contact for all visitors to the EUIC, for telephone callers and to address inquiries; will be in charge of administrative management of the EUIC (logistics at events; maintenance of equipment, management of equipment, cataloguing of publications and storing promotional materials, dispatching of information/publications, etc.) and will assist the Team Leader and the other experts in realisation of their duties; will assist the Events and PR Officer in managing all public relations and events; and will be responsible for all librarian duties of the Centre as well as the creation of databases.

Main responsibilities:

- Ensuring that the EUIC premises are in order (presentable, chairs and visibility aspects are in place) and welcomes the visitors in the premises;
- Provision of information to the visitors;
- Librarian duties – maintenance of the EUIC shelves;
- Monitoring of EUIC inquiries and maintains the EUIC inquiries database;
- EUIC network information and promotion material database maintenance and regular update;
- Logistical and administrative support to events organisation: equipment maintenance, preparation of information material for dissemination and keeping records of material disseminated,
- Drafting minutes of meetings.

How to apply:

Interested candidates are invited to submit their CV in the [EC format](#) together with cover letter at the following e-mail address: recruitment@ceuconsulting.com, noting the job reference of the position(s) they apply for in the subject line of the e-mail. The application deadline is 31 March 2018. Applications received after the deadline will not be considered.

Eligible candidates may be shortlisted for further selection process based on information supplied in their application at the closing date or in the further assessment process. Criteria for shortlisting are based on the general requirements as outlined at the beginning of this post as well as specific requirements, duties, skills, competencies and/or knowledge relevant to the job description of each individual job title.

CEU reserves the right to determine the merit, appropriateness and relevance of qualifications and experience listed by the candidate in their application as well as the merit, appropriateness and relevance of references and referees listed in the CV. Please note that candidates are requested not to submit references with their application; however, they may be requested to present them at any point of the assessment process. CEU further reserves the right to contact the referees listed by the candidate in their application.

Candidates who do not meet the minimum criteria outlined in this post or do not comply with the formal application requirements will be rejected. Only shortlisted candidates will be contacted.

Confidentiality:

The selection and/or recruitment process necessarily involves the collection and use of personal data. Collection and processing of personal data under this hiring procedure will remain strictly confidential and will be processed pursuant to EC [Regulation 45/2001](#).

This project is financed by the European Union. It is implemented by a consortium led by CEU Consulting GmbH (CEU). CEU was established in Vienna as a limited liability company incorporated under the laws of Austria. CEU is a public-sector consulting company providing Technical Assistance to new and prospective candidate countries for membership to the European Union. CEU offers consulting on Social development, Cultural Promotion, Civil Society and Educational Development, as well as the project management of Donor-funded Technical Assistance contracts. This service is offered nationally and internationally.
