



## We are hiring!

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

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

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### 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: EUIP Administrator (3x)

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**Job reference:** A-BL (for Banja Luka duty station), A-Br (for Brcko duty station), A-Mo (for Mostar duty station)

**Duty station:** Banja Luka, Brcko or Mostar

**Job description:** S/he will be responsible for the smooth running of the EUIP and will be responsible for public customer service and information provision at the EUIP, being the first point of contact for all visitors to the EUIP and for telephone callers. S/he will be in charge of administrative management of the EUIP (logistics at events, maintenance of equipment, management of equipment, cataloguing of publications and storing promotional materials, dispatching of information/publications, etc.) and for librarian duties. S/he will cover for the EUIP Communication/Outreach Officer and assist other EUIC and EUIP staff as required in the execution of their duties.

### Main responsibilities:

- Ensuring that the EUIP premises are in order (presentable, chairs and visibility aspects are in place) and welcoming visitors in the premises;
- Provision of information to visitors;
- Librarian duties – maintenance of the EUIP shelves and keeping records of information material disseminated in the EUIP premises and during events;
- Maintenance of databases: EUIC inquiries, regional contacts, events;
- Assistance in preparation of PP presentations and delivery of presentations within the respective EUIP location city;
- Drafting minutes of meetings.
- Facilitating the organisation of events/activities implemented by the EUIC team in the respective region.

### 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](mailto: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.*

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