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.

Job title: Public Information Officer

Job reference: PIO

Duty station: Sarajevo

Job description: S/he will be responsible for managing of publications, printing/design/layout and language quality of all the EUIC/EUIPs promo material from the beginning to the end, including overview of the dissemination, distribution and cataloguing. S/he will be required to prepare contact databases as well as mailing lists. S/he will be expected to initiate related information products and other communication activities and material to be available in the EUIC/EUIPs and at events. S/he will be also supporting organisation of events and competitions taking place at the EUIC/EUIPs or elsewhere. This requires the expert to have knowledge of the BiH political and economic scene, media and civil organisations and be able to identify and suggest target groups and lists of participants to public events. S/he will be responsible for social media management and content development.

Main responsibilities:

- Media relations and communication with journalists;
- Coverage of the EUIC/ EUD events and activities;
- Maintenance of media coverage database of EUIC organised activities, list of coverage of EUD activities;
- EUIC customer service and provision of information to visitors' inquiries: suggests relevant EU information sources, EU programmes and financial instruments etc.
- Management of information and promotion material: management of information and promotion material database, suggesting materials to be distributed during events according to the needs of given target groups, etc.;
- Social media communication.

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.