



DELEGATION OF THE EUROPEAN COMMISSION TO THE REPUBLIC OF SERBIA

POSITION VACANT

DEMOCRACY OFFICER

1) Job definition: To provide analysis and advice, under the supervision of the Head of Section, and in close cooperation with Political and Legal Officer on developments in the area of democracy, human rights, minority issues, civil society, refugees and IDP. To assist the Head of Section in co-ordinating the sub-section's activities and substituting the political and legal officers when required.

2) Functions and duties:

a) Sectoral reporting to Headquarters

Monitor and report regularly and timely to the Head of Section, Head of Delegation and to Headquarters on sectoral issues, as well as in response to any specific requests.

- 1) Monitoring and reporting on civil and political rights, namely: access to justice, fights against impunity, respect of human rights of detainees (prisons), Roma, IDPs working in close cooperation with Political and Legal Officer.
- 2) Monitoring and reporting on the situation of civic sector and civil society dialogue.
- 3) Monitoring and reporting on general democracy issues, such as functioning of democratic institutions and respect for rule of law, and on general human rights situation, in close cooperation with Political and Legal Officer.
- 4) Monitoring and reporting on regional issues in connection to political criteria, such as refugees, Sarajevo process and readmission aspects.
- 5) Substituting for Political and Legal officer when required. Monitoring and reporting.

b) Dialogue with the civil society

Maintain good and effective contacts with the civil society and NGO's in the field, with the national authorities and institutions, with representatives of the diplomatic missions of the Member States, with representatives of the principal international donors, and other local non-official actors. Contribute to strengthen the dialogue between delegation and civil society.

Prepare and assist in missions from Headquarters.

c) Information and communication

Disseminate through, workshops, seminars, conferences, presentations, and other public events the relevant EU policies and objectives. Contribute to the production of publications.

d) Sector and policy analysis

Participate in policy dialogue with all relevant ministries, agencies, international agencies, donors and other relevant stakeholders in relevant areas. Contribute to sector analysis and to the definition of a sector strategy for the European Community, e.g.: Country Strategy Paper (CSP), Multi Annual National Indicative Planning Document (MIPD) etc

e) Support to Delegation's aid programming

In coordination with operational section at the Delegation, contribute to the annual programming, identification and appraisal in close cooperation with the beneficiary institution(s) in the host country, if and when such programmes are decided in the programming process. Facilitate and organize the involvement of civil society in the process. Coordination with operational section at the Delegation, on horizontal activities, coordination concentration and networking aspects of ad-hoc programmes and projects.

3) Job requirements

a) Education

Formal education which corresponds to completed university studies of at least 4 years' duration attested by a diploma or degree preferably in one of the following areas: law, politics, political/social science, management. Higher education followed by 5 years of proven professional experience in similar functions may replace University diploma.

b) Professional experience

A professional experience pertinent to the duties to be carried out of at least 3 years after requirements described under 3a. Experience with European Integration is highly appreciated.

c) Legislation

If the applicant does not have Serbian nationality she/he has to be resident in the Republic of Serbia and have a working permit.

4) Competencies

a) Languages

Thorough knowledge of local language.
Thorough knowledge of English.

The knowledge of a second Community language is highly appreciated.

b) Knowledge on key related documents

Commission Progress Report on Serbia 2007
European Partnership for Serbia
Available on the web-site of the Delegation
<http://www.europa.org.yu>

c) Personal qualities

Flexibility, initiative, capacity to work under pressure and to respond quickly to demands.

Committed to quality and accuracy.

Responsibility and discretion.

Attachment to rules and procedures.

Commitment to public service and team spirit.

**The standard CV form to apply
can be requested to the following e-mail delegation-serbia@ec.europa.eu
or downloaded from the Delegation web-site <http://www.europa.org.yu>**

**The applications should be sent to the Delegation of the European Commission
"Administration", Krunska 73, 11000 Belgrade.**

**Deadline to submit applications: 10 January 2008
Only short-listed candidates will be contacted.**