**Team Assistant for the EUSR for the Belgrade-Pristina Dialogue and other Western Balkan regional issues**

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| **Organisation:** | European Union Special Representative for the Belgrade-Pristina Dialogue and other Western Balkan regional issues |
| **Job Location:** | Brussels, Belgium |
| **Availability:** | ASAP until 31 August 2024 |
| **Contract Regime:** | Full time LOCAL CONTRACT under Belgian employment law |
| **Job Titles/Vacancy** | Team Assistant – 2024/01 |
| **Deadline for applications:** | 24 March 2024, 17:00 Brussels time |
| **Email address to send the Job Application Form/CV:** | [EUSR-DWB@eeas.europa.eu](mailto:EUSR-DWB@eeas.europa.eu) |

1. **Essential Requirements**

**Citizenship –** Citizen of a Member State of the European Union (EU) and enjoying full rights as a citizen.

**Ability to communicate effectively in English** – The candidates must be fullyfluentin written and oral English. Working knowledge in French is an asset.

**Education** - Successful completion of Secondary Education attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 4 in the European Qualifications Framework. A qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor’s Degree, preferably in Administration, is desirable.

**Professional experience –** Relevant professional experience in the field of administration, after having fulfilled the education requirements, preferably in EU institutions or EU CSDP missions.

**Computer Skills** – Ability to operate Windows, including MS Office (Outlook, Excel, Word, PowerPoint, Access)

**Ability to establish and maintain effective work relations in a multicultural environment.**

**Excellent interpersonal and communication skills.**

**Flexibility and ability to deliver results under stress.**

**Excellent organisational skills and ability to prioritise tasks.**

1. **Job Description**
2. **Overall purpose**

The Team Assistant is a locally recruited person based in Brussels. S/he will act as the team assistant for the European Union Special Representative (EUSR) and is part of the EUSR's team in Brussels. In addition to Brussels, two field offices are located in Belgrade and Pristina.

1. **Main tasks and responsibilities**

The roles, responsibilities, and tasks of the Team Assistant include the following:

* assisting the EUSR team members in fulfilling administrative tasks,
* supporting the EUSR’s personal assistant in Brussels for incoming calls and correspondence,
* assisting with correspondence related to appointments and preparation of missions and meetings of the EUSR team,
* updating the planning calendar of the EUSR and his team,
* assisting with mission preparations, including travel, accommodation, and visa for the EUSR and his team,
* establishing and maintaining an updated list of contacts of the EUSR’s team,
* filing and storing of documents, including setting up a systematic archive (IT and hard copy) for reports and correspondence,
* maintaining close contact with EEAS support services and other relevant actors on office-related administrative issues (i.e. office equipment, furniture, telephones, computers, and IT connections),
* assisting the Financial and Administrative Officer (i.e. with travel claims from missions),
* performing any other tasks to fulfil the mandate of the EUSR as requested by the EUSR