

## Project Assistant

### Terms of Reference

#### About EPD

The European Partnership for Democracy (EPD) is an independent European non-profit organisation supporting democracy outside the European Union. As a network of European civil and political society organisations working on democracy support, EPD advocates for a stronger presence of democracy support on the European Union's agenda and facilitates the exchange of knowledge and best practices around the world.

We are looking for a Project Assistant to join an EPD project in the Western Balkan region with a focus on addressing foreign information manipulation and interference (FIMI). The Project Assistant will join our team in March 2023 to support the successful implementation and delivery of the activities to be organised in the context of this project. The position is for an indicative period of fourteen months, on a full time basis (or close to full time basis) and will be based in **Belgrade, Serbia.**

#### Duties and responsibilities

- Providing assistance to the Project Director for the implementation of the activities;
- Supporting with project management tasks (monitoring and evaluation, narrative and financial reporting, finances etc.);
- Liaising with project partners in target countries and other stakeholders;
- Assisting with background research;
- Attending events, preparing agendas and writing reports/minutes;
- Assisting in the daily functioning of the organisation, including administrative and logistical tasks;
- Assist in internal communication with the partners;
- Co-manage external communication channels and collect/produce communication material (photos, social media posts, etc.);
- Providing other kinds of assistance as requested.

#### Accountabilities and key relationships

The Project Assistant reports to the Project Director. The Project Assistant will also have regular working relationships with the other EPD staff in Brussels, particularly with the Programmes Officer, the Finance & Administration Manager and the Communications Officer.

## Requirements

- Recent graduate or young professional with experience in administration, logistics and organisation of events;
- Excellent writing skills and management skills;
- Knowledge of the political environment in the Western Balkans combined with an understanding of the challenges represented by FIMI.
- Proficiency in Serbian and English is required. Knowledge of Croatian, Bosnian, Montenegrin or Albanian is considered a plus.
- Previous experience in the non-profit sector is considered an asset.

## Remuneration

The remuneration for this position shall be in accordance with EPD's payment scale for international consultants and appropriate to the Consultant's level of qualification and experience. These will be determined in the context of the recruitment procedure. Remuneration will be based on a daily work fee, not exceeding EUR 1.500 per month (gross). Please note the successful candidate will sign a consultancy agreement with EPD, in line with EU procurement rules.

## Application procedure

Interested candidates should send an updated CV and the [completed application form](#) as well as a brief statement stating the expected daily work fee to [jobs@epd.eu](mailto:jobs@epd.eu) by **Sunday, 12 February, 2023 (23:59 CET)**. Please include the following in your email subject line: "LAST NAME, FIRST NAME – Application EPD".

Interviews will take place online in early February 2023, with an intended starting date at the start of March 2023.