

**VACANCY N. 1/11 IN FOREIGN COUNTRIES FOR A SENIOR ASSISTANT
IN THE FRAME OF PROJECTS IMPLEMENTED IN VOIVODINA REGION – (REPUBLIC OF SERBIA)**

INFORMEST, within its institutional activities, is recruiting a senior assistant to be hired in the frame for project implementation at local level .

All qualified candidates are encouraged to apply to the above-mentioned position.

INFORMEST will publish on the website the results of the selection.

For further information, please read here beneath:

1. INSTITUTION :

INFORMEST

Via Cadorna, 36 - 34170 GORIZIA

Telefono: 0481/597411 – Fax 0481 537204

E-mail: area.progetti@informest.it

Website: www.informest.it

Contact person: Sandra Sodini – Director of Economic Cooperation Department

2. Job profile:

Senior project assistant

3. Duration: 17 months (July 2011- November 2012)

4 .Deadline for the submission application: June 27th 2011

5. Main duty Station: Region of Voivodina

6. Main activities and tasks:

The Senior project assistant will be in charged of a number of development and coordination activities to be implemented in the Vojvodina Region in the frame of INFORMEST projects and initiatives.

In particular, she/he will have the following duties:

- Support Informest staff in the development of activities at local level;
- Coordinate local partners and stakeholders involved in the different initiatives;
- Provide regular information to Informest project managers on the main relevant issues, with a constant updating also on key findings and economic/institutional news;
- Serve as a contact person for both territories for the development of further initiatives;
- Provide assistance in the organization and preparation of any relevant event/meeting organized at local level;
- Support Informest staff in the translation of relevant documents and as interpreter in occasion of meetings and/or communications;
- Support in the administrative management of the implemented initiatives;

7. REQUIRED COMPETENCES:

- Fluency in written and spoken English;
- Fully proficiency in the Serbian language (native speaker level). Any other language fluency proficiency will be an asset.
- At least 7 (seven) years of relevant work experience;

- Previous work experience in the management of European/ national/ regional projects and in the development of activities with and addressed to public institutions will be an asset;
- University degree or secondary education degree, if other requirements are fulfilled;
- Knowledge of computer use and Microsoft Office programs (particularly Word, Excel, Power Point). Availability to use own computer, own office equipment and Internet fast connection will be an asset;
- Organized, thorough, and professional;
- Ability to use sound judgment and personal initiative;
- Attitude to work in team and independently according to established guidelines.

8. TO APPLY

Candidates must send, **within 27 June 2011, at 1:00 pm**, by fax number (+39 0481 537204) or certified email (PEC : INFORMEST@PEC.INFORMEST.IT), the following documentation:

8.1) The requests of participation, duly signed, demonstrating possession of the requirements as per above point 7) using the request for participation form published on the purchaser profile page and forming an integral part of the present notice, enclosing also a photocopy of a valid identity card or passport of the requesting party;;

8.2) Curriculum Vitae (Euro pass format).

Any requests received after the deadline, incomplete or unsigned will not be admitted to the present qualification procedure.

D. Contact person: Sandra Sodini Director of Cooperation Department

Date: 17 June 2011

Firma:

