



## The AIRE Centre

### Vacancy announcement

#### *Executive Assistant to AIRE Centre Western Balkans Programme Director*

<b>Job title</b>	Executive Assistant to AIRE Centre Western Balkans Programme Director
<b>Location</b>	Remote working, preferably based in Belgrade, Serbia. The role will involve some travel, mainly within the Western Balkans, for events, conferences, and meetings.
<b>Language</b>	B/C/S and English
<b>Application deadline</b>	04 October 2024
<b>Starting date</b>	November 2024 or ASAP
<b>Duration</b>	Until 31 March 2025, and renewed annually after that date
<b>Type of engagement</b>	Full time position

### 1. Overview

We are seeking a highly organised, proactive, and efficient Executive Assistant to support the AIRE Centre Western Balkans Programme Director. The ideal candidate will be based in Belgrade and capable of representing the organisation at events as appropriate. This role requires someone who thrives in a fast-paced environment, managing multiple briefs, attending events, and communicating effectively with team members. The position involves handling correspondence, staying on top of emerging trends, and utilising new technologies, including generative AI, to enhance the Director's work.

### 2. Key Responsibilities

#### Administrative Support:

- Manage the Director's calendar, schedule appointments, and organise meetings across different time zones.
- Handle daily communications.
- Prepare and edit documents, reports, presentations, and correspondence.
- Stay up to date with the latest technologies, including generative AI, to streamline processes and support the Director's work.

#### Project Coordination:

- Assist with the Director's involvement in various briefs, ensuring timely follow-up on actions and coordination with internal and external teams.
- Conduct research and gather information to support ongoing projects, particularly those related to human rights, gender equality, and sustainability.
- Liaise with stakeholders to foster partnerships and maintain communication across multiple initiatives.



### Travel and Attendance:

- Support the Director with travel arrangements and attend events, conferences, and meetings as needed.
- Represent the Director and the organisation effectively at events, ensuring continuity of communication and action.

### Communication and Public Relations:

- Assist with the preparation of speeches, presentations, and other public-facing materials for the Director's engagements.

The role offers an exciting opportunity to engage with a variety of projects focused on human rights, gender equality, governance, and sustainability in the Western Balkans region.

### **3. Required qualifications, experience and skills**

The following are required **qualifications** for the role:

- Bachelor's degree in business administration, communications, international relations, or a related field.

The following **experience** is required:

- Minimum of 3-5 years of experience in an executive assistant or similar role, preferably within NGOs, consultancy firms, or international organisations.

The successful candidate should also be able to demonstrate **knowledge and skills** in the following areas:

- Excellent organisational and time management skills.
- Professional fluency in English both written and verbal.
- Professional fluency in B/C/S both written and verbal.
- Computer literacy - Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with new technologies, including generative AI.
- Ability to handle sensitive information with discretion and maintain confidentiality.
- Strong interpersonal skills and the ability to work effectively with diverse teams.
- Proactive, self-motivated, and able to work independently with minimal supervision.

The successful candidate will have the following **competencies and attributes**:

- Based in Belgrade, with a strong understanding of the Western Balkans region.
- Familiarity with human rights, sustainability, and governance issues.
- Experience in coordinating projects and working with multiple stakeholders across different organisations.
- A high degree of professionalism and the ability to represent the Director and associated organisations effectively.
- Able to work as part of a team but also independently.
- Approaches work with energy and a positive, proactive mindset.



#### **4. Documents to be included when submitting the applications**

Applicants must submit the following documents/information in English:

- CV
- Motivation letter
- Contact details of three referees familiar with the candidate's work experience and who can be contacted
- Availability/Commencement date

#### **5. Evaluation of applications**

The AIRE Centre applies a fair and transparent selection process that takes into account the technical qualification of the candidates. Candidate applications will be evaluated using a cumulative analysis method taking into consideration the combination of the applicant's experience, education, and qualifications. The contract will be offered to the applicant whose application has been evaluated and determined as:

- responsive/compliant/acceptable, and
- having received the highest score out of the technical criteria defined below.

#### **Criteria:**

- Relevant qualifications, experience, knowledge/skills and competencies/attributes – 30 percentage points
- Specific experience in assistance – 20 percentage points
- Specific experience in coordinating projects and work with multiple stakeholders across different organisations – 10 percentage points
- Interview – 40 percentage points

The top five candidates (with the highest number of points in the experience/qualifications and education evaluation) will be considered for an interview.

#### **6. Conditions of the contract**

The selected candidate is expected to start working in November **2024** or as soon as possible.

The appointment will be for an initial period up to the end of March 2025 (including 3 months probation period), renewable for a further 12 months annually.

The remuneration will be assessed in line with budgetary constraints and qualifications of chosen applicant.

#### **7. How to apply**

Full applications with supporting documents shall be sent by midnight on 04 October 2024 to the e-mail address [info@airewb.org](mailto:info@airewb.org).

Late and incomplete applications will not be taken into consideration. Applicants will receive feedback on the status of the recruitment process not later than 30 October 2024.

All applications will be treated with the strictest confidence.