

VACANCY ANNOUNCEMENT

Position Title: Junior Research and Project Assistant; **Start Date:** February 2019, full or part time.

Overview: Partners for Democratic Change Serbia (Partners Serbia) is a civil society organization active in the fields of regulatory reform, rule of law, good governance, conflict prevention and alternative dispute resolution (ADR), support to democracy and human rights, and civil society development in Serbia and the region.

For more information on Partners Serbia please visit our website at www.partners-serbia.org, or our Facebook and Twitter pages.

Vacancy opportunity: Due to increasing portfolio of work, Partners Serbia announces vacancy opportunity for a motivated and open-minded individual to support our small and dynamic team. This is an excellent opportunity for a hard and diligent worker with experience and/interest in regulatory reform and rule of law issues, good governance, human rights and alternative dispute resolution.

Junior Research and Project Assistant will work with the director and program staff to:

- Conduct legal research in various legal fields, including, but not limited to access to information, data protection and data management;
- Draft research reports and summaries;
- Assist senior staff in developing training curricula and delivering training in the fields of Partners Serbia expertise;
- Provide administrative and programmatic support with project implementation, monitoring and evaluation;
- Assist project manager and director in drafting narrative and financial reports;
- Maintain communication with beneficiaries, partners and stakeholders;
- Attend meetings/presentations and provide summary information to senior staff;
- Assist in event planning and preparation;
- Help prepare proposals for future projects and brainstorm program ideas.

Occasional travel and participation in activities outside Belgrade is anticipated.

Trial period of up to 3 months is envisaged. Fluency in English is required, as significant amount of the work will be conducted in international environment.

This is a project-based vacancy, for a period of 10 months, with possibility of extension depending on available funding.

Qualifications: University degree in law; written and oral fluency in English; excellent communication, interpersonal, analytical, writing and editing skills; computer proficiency; ability to work individually or as a part of a team; willingness to learn, understanding of the work and role of civil society sector is desirable.

Deadline for Applications: 25 January 2019.

To Apply: Please send a **CV and a brief cover letter in English** with a subject line: **Junior Research and Project Assistant** to office@partners-serbia.org.

When submitting your CV, we advise you to provide information relevant for professional career and development only. For more details about Partners Serbia data processing practices, please see our Rulebook on Protection of Personal Data, available at: <http://www.partners-serbia.org/wp-content/uploads/2013/04/Pravilnik-o-ZZPL-Partneri-Srbija.pdf>

No phone calls please. Only short-listed candidates will be contacted.