

## **Vacancy: Senior Economic and Trade Officer - Netherlands Embassy in Belgrade**

The Embassy of the Kingdom of the Netherlands is looking for an Economic and Trade officer.

### **General**

The economic cluster of the Netherlands embassy in Belgrade consists of a senior economic and trade officer and an agricultural adviser. The cluster focusses on strengthening the international position of Dutch business in Serbia and in Montenegro.

The Senior Economic and Trade Officer has two main tasks: to facilitate and enhance trade relations between the Netherlands and Serbia (and to a lesser extent the Netherlands and Montenegro); and to report on broader (macro)economic developments in Serbia and Montenegro, particularly within the context of the EU-integration process.

### **Roles and responsibilities**

#### Trade assistance

- support Dutch companies in doing business in Serbia and Montenegro through identification of business opportunities and potential bottlenecks, responding to trade inquiries, lobbying, assisting with trade missions (outgoing and incoming), trade fair activities, networking events
- enhance the outreach and public profile of the Netherlands on economic issues by working with key Dutch actors; manages the funds available for economic diplomacy (Holland branding)
- develop and maintain a large and high-impact network within the business community and government agencies in the Netherlands, Serbia and Montenegro

#### Economic advise

- provide ad hoc briefings, including speeches/speaking points/interviews
- monitor and research the business climate in Serbia and Montenegro. Report on developments in specific economic sectors relevant for Dutch companies.
- provide policy analysis and reporting on broader (macro)economic developments and government policies in Serbia and Montenegro, especially on (cross-cutting) issues relevant to EU accession, to inform policy making decisions

### **Job requirements**

#### Key experience and knowledge

- graduate-level qualification in (macro)economics, business studies or related academic fields
- at least five years relevant economic working experience, preferably in an international setting
- knowledge of the (macro)economic and business environment, and of including the regulatory framework in Serbia & Montenegro
- good network in the relevant fields, including Serbian and Montenegrin officials, Serbian private sector and relevant CSOs
- familiarity with the Netherlands, the Dutch economy and business culture
- fluency in written and spoken English and Serbian, knowledge of Dutch is a plus

#### Key features of the type of colleague we are looking for

- independent and analytical mind, able to process and summarize information quickly and translate insights and information into policy recommendations, work plans and reports
- excellent communication skills
- high level of people skills – client orientation, networking, ability to work with others
- ability to work independently with a pro-active and creative attitude
- ability to plan and organize

#### Contract information

- Work week: 37,5 hours
- Duration of contract: a fixed-term contract for an initial period of one year (with a maximum of two), possibility of an open-ended contract
- Starting date: to be decided jointly, preferably 01 November 2021

#### Application procedure

- Applicants must be legally able to work in Serbia with the correct visa/status or work permit.
- Please submit a short (1 page maximum) covering letter stating why you are a suitable candidate for the position along with a copy of your CV and a short introductory video of yourself (not more than 60 seconds) to [BEL-Jobs@minbuza.nl](mailto:BEL-Jobs@minbuza.nl)
- Deadline is 12<sup>th</sup> September
- Only electronic applications will be accepted
- If you have not heard from us three weeks after the closing date, please consider your application unsuccessful
- Shortlisted candidates will be contacted for an interview and a written assignment