

EVENT COORDINATOR (m/f)

The CEF(www.cef-see.org) is an international organization based in Ljubljana, Slovenia.

We support capacity development of public officials and their institutions in South East Europe through learning and knowledge sharing. We are a leader in applying people-centered learning approaches and holding the know-how of becoming and being a learning organization. We primarily serve ministries of finance, tax administrations, and central banks in Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Kosovo, Moldova, Montenegro, North Macedonia, Romania, Serbia, Slovenia, and Türkiye.

Job purpose

We are a team of Slovenian and international experts. We would like to welcome a new colleague to our team. The aim of the open position is to effectively support our Program team in the implementation of events, projects, and other activities.

Duties and responsibilities

- Organizing learning and knowledge sharing events in the classroom, online or as a hybrid; please note that face-to-face events can be delivered either at the CEF headquarters in Ljubljana or in the countries of South East Europe.
- Coordinating activities among participants, lecturers, CEF program staff, donors, and other stakeholders
- Preparing event budgets and monitoring spending of event-associated costs
- Preparing event reports based on event feedback surveys
- Finding and selecting the best available service/goods providers for the smooth running of the CEF events
- Regularly entering data to the CEF database and keeping the records up-to-date
- Providing administrative support to the CEF Program team
- Organizing CEF Program team business trips

Desired skills and experience

We welcome receiving your application if you:

- Hold at least a high school diploma (EQF level 4 / SQF level 5¹)
- Have at least three years of work experience in event management (in case you hold a university degree (EQF level 7 level / SQF level of 7 or higher) one year of work experience is necessary)
- Have strong organizational and communication skills (written and oral)
- Enjoy working independently and proactively in a dynamic team
- Are able to work under tight schedules, and meet deadlines while delivering outputs of the expected quality
- Ability to keep calm under pressure and pay attention to detail
- Have excellent interpersonal skills and love to work with people

¹ <http://www.nok.si/en/>

- Enjoy working in an international environment and understand cultural diversity
- Are fluent in English and you speak one of the Bosnian-Croatian-Serbian (BCS) languages
- Are able to use standard personal computer (PC) tools

We invite you to accept the challenge to work in an international environment. The position will support your personal and professional development. A selected candidate will receive a fixed-term contract with a six-month probation period.

You are invited to apply by sending your CV together with a cover letter in English to: recruitment@cef-see.org.