Logisitc assistant - for the European Union-funded project “Enhancing protection of public spaces and critical infrastructure in the Western Balkans

Logisitc assistant for the European Union-funded project “Enhancing protection of public spaces and critical infrastructure in the Western Balkans” (Croatia)

The EU has launched a 3-year project in the Western Balkans aimed at strengthening the capacities of the region to effectively detect, investigate and respond to terrorist threats on public spaces and critical infrastructures. This European-funded action is in line with the goals set under objective 5 of the EU’s Joint Action Plan on Counter Terrorism for the Western Balkans, focused on strengthening citizen and critical infrastructure and entities’ protection in the region.

CIVIPOL, the operator of the French Ministry of Interior, will manage the project and is looking for a Team Leader to head the project’s implementation team for 36 months, starting in March 2026-.

LIMITE DE CANDIDATURE

22 Février 2026

DURÉE DE LA MISSION

Long Terme

ZONE GÉOGRAPHIQUE

Europe Et Asie Centrale

Profile

A logistics assistant with strong experience in event organization and venue coordination, including liaison with external service providers. The profile requires solid skills in supporting complex logistical arrangements. A minimum of five years of relevant professional experience in a similar role is expected.

Missions

The Logistics Assistant is responsible for the organization, preparation, logistical support of activities, and support of the Team Leader. S/he plays a key role in ensuring the smooth coordination of logistical arrangements and provides on-site support during the implementation of activities, working closely with external service providers and participants.

Tasks

Assist the Team Leader and the team

To assist the Team Leader and deal with all administrative and logistical aspects of the project

To assist the Team Leader and main experts in the organisation of all activities and in the follow-up of the project

Handling of calls, scheduling of experts' appointments, handling of official correspondence with the competent authorities

Activity Organization and Preparation

To support the lead experts in liaising with the beneficiary administrations for the planning and implementation of activities

Coordinate logistical arrangements prior to activities

Prepare materials and documents required for activity implementation

Assist the lead experts in the preparation of the technical steering committees and other project coordination meetings

Coordination with External Service Providers

Liaison and communication with stakeholders especially on bookings and accommodation

Follow up on service delivery and logistical requirements with providers

Ensure availability and proper setup of venues and equipment

Participant Management and Support

Manage participant registration and attendance lists

Serve as a point of contact for participants regarding logistical and hotel-related matters

Provide assistance and guidance to participants during activities

On-site Logistical Support

Provide logistical support during activity implementation

Ensure smooth day-to-day operations during activities

Address and resolve logistical issues as they arise

Administrative and Reporting Tasks

Distribute per diems to participants in accordance with established procedures

Distribute and collect activity evaluation surveys

Support basic administrative follow-up related to activities

QUALIFICATIONS AND SKILLS REQUIRED:

Experience in logistics, event organization, or administrative support

Strong organizational and coordination skills

Ability to manage multiple tasks simultaneously and meet deadlines

Good communication and interpersonal skills

Attention to detail and problem-solving abilities

Ability to work effectively with external service providers and participants

Proficiency in basic administrative tools (e.g. email, spreadsheets, registration lists)

Excellent in English both spoken and written language

LOCATION:

The post will be based in Zagreb (Croatia)

DURATION:

3 years full-time, initial contract of 1 year.

REMUNERATION:

According to skills and experience. Contract according to the status of the expert.

CONTACT:

Please send your application in English before 16/02/2025 (cover letter + CV in EuropeAid format) to the following address SPERBER.S@civipol.fr and claire.avon@civipol.fr

