Logistics Assistant – European Union-funded project “Improving the Resilience of Critical Entities and the Protection of Public Spaces and Cyberspace against security threats in the Western Balkans” (Croatia)

Application deadline: 5 November 2026

Duration of the mission: 12 months renewable

Workload: 80% of a full-time equivalent

Geographical area: Europe

Location: Zagreb (Croatia), with frequent travel in the Western Balkans

Expected start date: December 2026 or January 2027.

LIMITE DE CANDIDATURE

05 Novembre 2026

DURÉE DE LA MISSION

Long Terme

ZONE GÉOGRAPHIQUE

Europe Et Asie Centrale

CONTEXT

The EU has launched a three-year project to strengthen Western Balkan capacities to detect, investigate and respond to terrorist threats affecting public spaces and critical entities. CIVIPOL, the operator of the French Ministry of the Interior and consortium lead, is seeking a **Logistics Assistant for a renewable 12-month period**, primarily supporting the CEPS Component, with occasional support to other project activities.

Profile

At least three years of relevant experience in event organisation, venue coordination and complex logistical arrangements, including liaison and negotiation with service providers. The position requires responsiveness and availability for frequent travel throughout the Western Balkans.

Responsibilities

Support the PMU, Team Leader and CEPS Key Experts in preparing and delivering project activities, including:

- Coordinating logistics with beneficiary administrations, service providers, experts and participants.
- Providing on-site support for most CEPS activities across the beneficiary countries.
- Contributing to project communication and visibility.
- Collecting, organising and archiving activity documentation.

Tasks

Administrative and Coordination Support

- Assist the Programme Management Unit, the Team Leader and the CEPS Key Experts with the administrative and logistical aspects of CEPS activities.
- Support the organisation of project activities and events and contribute to their administrative follow-up.
- Handle calls, schedule experts' appointments and support the preparation and management of official correspondence with the competent authorities.

Activity Organisation and Preparation

- Support the lead experts in liaising with the beneficiary administrations for the planning and implementation of activities
- Coordinate logistical arrangements prior to activities (accommodation, transportation, meals, room reservation, translator service, sound reinforcement, per diem distributions etc.)
- 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 and Negotiation with External Service Providers

- Liaise and communicate with stakeholders, especially on bookings and accommodation
- Identify service providers, request and compare quotations, and negotiate prices and conditions to obtain the best value for money in line with CIVIPOL procurement rules
- 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 and send them the activity information package

On-site Logistical Support

- Travel frequently throughout the Western Balkans and provide on-site logistical support for most CEPS activities, including multi-day missions and travel at short notice when operationally necessary.
- Coordinate directly with venues, hotels, transport providers, interpreters, suppliers, experts and participants throughout missions, responding promptly to last-minute changes and resolving logistical issues.
- Ensure compliance with EU communication and visibility requirements, including EU and project branding on documents, banners and materials; contribute to communication products and social media.
- Take good-quality photographs in accordance with consent and data-protection requirements; prepare captions and short activity summaries; organise and archive communication materials for reporting and social media.

Administrative and Reporting Tasks

- Support participants' per diem payments in coordination with the project accountant, following approved procedures and verifying and collecting the required supporting documents.
- Distribute and collect activity evaluation surveys and support administrative follow-up.
- Organise and archive all activity documents—including agendas, attendance lists, presentations, surveys, photographs and invoices—in the project SharePoint, following the agreed filing structure and ensuring documentation is complete for financial monitoring, reporting and audits.

The Logistics Assistant may also provide occasional administrative, logistical, organisational or communication support to other project activities, according to operational needs and within the scope of the position.

Qualifications and Skills Required

- At least three years of experience in logistics, event organisation or administrative support.
- Strong organisational and coordination skills, with the ability to manage multiple tasks simultaneously and meet deadlines.
- High responsiveness and flexibility, with the ability to adapt quickly to changing circumstances.
- Negotiation, communication and interpersonal skills, with proven ability to work effectively with external service providers and participants.
- Attention to detail and problem-solving abilities.
- Availability and willingness to travel frequently throughout the Western Balkans.
- Proficiency in administrative and collaborative tools, including email, spreadsheets, registration lists and SharePoint.
- Excellent command of Croatian and English, both spoken and written. Knowledge of French would be an asset.

Location and duration

The post will be based in Zagreb (Croatia), with frequent missions to the beneficiary countries of the Western Balkans.

Full-time position for a renewable 12-month period.

Remuneration

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

Contact

Please send your application in English, including a cover letter and a CV in EuropeAid format, **by 5 November 2026** to **Frédéric Frétigny** (frederic.fretigny@wb-ceps-cyber.eu) and **Dilia Sladovic** (dilia.sladovic@wb-ceps-cyber.eu).

For more information about CIVIPOL, please visit www.civipol.fr.




WWW.CIVIPOL.FR