



EU funded Twinning Project under the IPA 2009 Programme

“Reinforcement of the administrative and technical capacity with a view to ensuring efficient performance of the activities of the Croatian Civil Aviation Agency (CCAA) and enhancement of the administrative and technical capacity of the Aircraft Accident and Incident Investigation Agency (AAIA)”

is seeking to recruit:

Assistant to the Resident Twinning Advisor - RTA

Duration: 18 months

Indicative date: from March 2012 to August 2013

Position is based in: Zagreb, Croatian Civil Aviation Agency (Ulica grada Vukovara 284)

Gross monthly salary: 1.800,00 EUR fixed term contract

Tasks of the RTA assistant:

- Assisting to the RTA with project co-ordination and management
- Acting as interpreter and translator (Croatian to English and English to Croatian) on any issues relevant to the project
- Assisting RTA in organization of experts' missions, trainings, seminars, workshops, steering committee meetings, and other project events
- Drafting and editing minutes of meetings, assisting RTA in drafting and editing monthly, quarterly and final project reports and any other relevant documents
- Arrangement of travel, booking accommodation and study visit
- Office management, monitoring telephone and general correspondence
- Developing and maintaining close working contacts and relations with all institutions involved in the project

Requirements for the candidates:

- The RTA assistant may not have or recently (past six months) have had any contractual relation with the beneficiary administrations
- The RTA assistant should have a university degree
- The RTA assistant should have an excellent command of spoken and written English and Croatian and a good command of spoken and written German, if possible
- Computer literacy (e.g. Word, Excel, PowerPoint)
- Be able to work effectively both independently and as part of a team;
- Preferably have some understanding of financial management;
- Preferably have a scientific educational background and/or scientific work experience;
- Experience of working in Twinning or similar projects would be an advantage.
- Highly motivated and results oriented with the ability to plan ahead

Interested candidates are requested to submit their CV and a letter of application in English via e-mail to the following address: werner.kiemayer@astrocontrol.at by 01 March 2012.

Shortlisted candidates only will be invited to attend an interview. Interviews are scheduled to be held in March 2012 in Zagreb.

For any further information please contact: werner.kiemayer@astrocontrol.at

The abovementioned Twinning project is a joint project between Austria represented by Agency for European Integration and Economic Development (AEI), c/o Austrian Federal Ministry of Finance in cooperation with Austro Control GmbH and Croatia, represented by the Croatian Civil Aviation Agency and the Aircraft Accident and Incident Investigation Agency. The main objective of the project is to support the Croatian aviation authorities in meeting the demands to improve aviation safety in the Republic of Croatia according to provisions of international agreements to which Croatia is party, especially the Convention on International Civil Aviation, the EU's *acquis communautaire* and further international agreements to which Croatia is party.

Annex: CV template



Europass Curriculum Vitae

Personal information

First name(s) / Surname(s)

Insert photograph. Remove heading if not relevant (see instructions)

Address(es)

First name(s) Surname(s) (remove if not relevant, see instructions)

Telephone(s)

House number, street name, postcode, city, country (remove if not relevant, see instructions)

Fax(es)

(remove if not relevant, see instructions)

Mobile: (remove if not relevant, see instructions)

E-mail

(remove if not relevant, see instructions)

(remove if not relevant, see instructions)

Nationality

(remove if not relevant, see instructions)

Date of birth

(remove if not relevant, see instructions)

Gender

(remove if not relevant, see instructions)

Desired employment / Occupational field

(remove if not relevant, see instructions)

Work experience

Dates

Add separate entries for each relevant post occupied, starting from the most recent. (remove if not relevant, see instructions)

Occupation or position held

Main activities and responsibilities

Name and address of employer

Type of business or sector

Education and training

Dates

Add separate entries for each relevant course you have completed, starting from the most recent. (remove if not relevant, see instructions)

Title of qualification awarded

Principal subjects/occupational skills covered

Name and type of organisation providing education and training

Level in national or international classification

(remove if not relevant, see instructions)

Personal skills and competences

Mother tongue(s)

Specify mother tongue (if relevant add other mother tongue(s), see instructions)

Other language(s)

Self-assessment <i>European level</i> (*) Language Language	Understanding		Speaking		Writing	
	Listening	Reading	Spoken interaction	Spoken production		

(*) [Common European Framework of Reference for Languages](#)

Social skills and competences Replace this text by a description of these competences and indicate where they were acquired. (Remove if not relevant, see instructions)

Organisational skills and competences Replace this text by a description of these competences and indicate where they were acquired. (Remove if not relevant, see instructions)

Technical skills and competences Replace this text by a description of these competences and indicate where they were acquired. (Remove if not relevant, see instructions)

Computer skills and competences Replace this text by a description of these competences and indicate where they were acquired. (Remove if not relevant, see instructions)

Artistic skills and competences Replace this text by a description of these competences and indicate where they were acquired. (Remove if not relevant, see instructions)

Other skills and competences Replace this text by a description of these competences and indicate where they were acquired. (Remove if not relevant, see instructions)

Driving licence State here whether you hold a driving licence and if so for which categories of vehicle. (Remove if not relevant, see instructions)

Additional information Include here any other information that may be relevant, for example contact persons, references, etc. (Remove heading if not relevant, see instructions)

Annexes List any items attached. (Remove heading if not relevant, see instructions)

Instructions for using the Europass curriculum vitae:

http://europass.cedefop.europa.eu/img/dynamic/c1345/type.FileContent.file/CVInstructions_en_GB.pdf