



**The European Union's IPA 2008 Programme for Croatia
EU Twinning Contract No. HR/2008/IB/SPP/01 – 2008-0303-050401**

“Assistance with the management of Objective 3 under Cohesion Policy”

is seeking to recruit:

Assistance to the Resident Twinning Advisor – RTA

Duration: 21 months, from December 2011 to September 2013

Position is based in: Ministry of Regional Development Forestry and Water Management, Zagreb

Gross monthly salary: 1.800 EUR fixed term contract

Tasks of the RTA Assistant:

- To deal with all relevant activities under the project described in the project contract. In particular, the RTA assistant will support the RTA as a personal assistant in her duties of general management and project administration, including record-keeping and correspondence;
- Office management and daily organisation of the RTA office;
- To organize training activities in Croatia, experts missions, study visits, meetings, workshops, discussions and seminars;
- To assist the foreign experts in matters related to language (translation) or other problems emerging from living and/or working in a foreign country and make local travel arrangements (within Croatia) as necessary for the experts and for the project leader;
- To draw up agendas and programmes for short-term experts and other foreign specialists with reference to the project;
- To support the RTA in developing and maintaining close working contacts and relations with Croatian staff involved in the project and project co-ordinators in the Member State;
- To translate project documents from English to Croatian and vice versa;
- To provide necessary support in organization of workshops and meetings to the BC institutions (e.g. Preparation of invitation letters and provide logistical support);
- To interpret in meetings and other conversations from English to Croatian and vice versa, as needed;
- To draft minutes of meetings, including regular Steering Committee meetings;
- To assist in the communication of the project including drafting press releases;

Qualifications and Experience:

Applicants shall meet the following mandatory requirements:

- have a university degree and/or masters in European studies, law, economics, political science or social sciences/humanities
- not have had any contractual relation with the Beneficiaries institutions (Ministry of Regional Development Forestry and Water Management and Agency for Regional Development of the Republic of Croatia) in the 6 months prior to appointment
- have experience in project implementation and management of international/EU funded or cooperation projects
- have excellent oral and written communications skills in Croatian and English languages
- be experienced PC user (MS Office, internet, editing programmes)

Additional skills required for the post:

- capacity to draft concise reports of meetings and summaries of longer papers
- have excellent interpersonal and communication skills
- demonstrate flexibility and maturity of judgment

The following experience will be taken into consideration in short-listing candidates:

- experience in Twinning projects
- proven office management and organisational experience
- proven experience in translation and consecutive interpretation (Croatian/English and vice versa)
- knowledge of Italian and Polish would be an asset

Closing date for applications:

The shortlisted candidates will be invited to an interview in Zagreb in Ministry of Regional Development, Forestry and Water Management in early December.

Please send applications including curriculum vitae (CV in Europass format) and a motivation letter in English to: **Ministry of Regional Development, Forestry and Water Management, Trg kralja Petra Krešimira IV br. 1** with the label: “**TWINNING 2008 – RTA ASSISTANT**” and by e-mail to the following addresses: rossella.rusca@tesoro.it, vprimhak@ervet.it and kruncica.rakic@mrrsvg.hr **not later than December 5th 2011, 16.00 CET.**