



**Spanish National Personal Protection Data Agency  
is implementing an EU funded**

**TWINNING PROJECT  
under the IPA 2007 programme**

***„Capacity building of the Croatian  
Agency of Personal Data Protection“*  
and is seeking to recruit:**

**Assistant to the Resident Twinning Advisor**

**Duration:** 25 months

**About the role:**

Under the guidance of the Resident Twinning Advisor (RTA) and in cooperation with the responsible counterpart in the Croatian Agency for Personal Data Protection, the RTA assistant is expected to carry out the following duties:

- to act as interpreter and translator for the Resident Twinning Advisor and short term experts involved on project (on any issues relevant to the project where separate arrangements for commercial translation or interpretation have not been made)
- to support the RTA in other aspects of his daily work including assistance in the following tasks: assist the RTA in the implementation of the work plan of the twinning project organizing meetings, seminars and workshops, and creation of working materials for such events (e.g. slides, handouts); attending meetings, training workshops and other project related-events and producing minutes; assisting to prepare financial information and maintaining contact with the CFCA project manager on the Project; drafting and editing the monthly, quarterly and final project reports and any other relevant documents; office management and general clerical work (e.g. answering phone calls, filing, photocopying, sending and receiving emails/faxes); identifying, contracting and monitoring commercial translation and interpretation services;
- to develop and maintain close working contacts and relations with USKOK and other Croatian officials involved in the project;
- to assist the RTA and visiting short term experts with arrangements for travel, accommodation and any other issues arising from residence and work in Croatia.

**Skills and experience:**

The RTA assistant will be of Croatian nationality and have an excellent command of spoken and written English, Spanish and Croatian. The assistant should also have the following skills:

- Excellent organizational and communication skills
- Be computer literate (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

Position is based in Zagreb, Republike Austrije 25 and reports to the Resident Twinning Advisor. Salary is 1.800,00 EUR per month. The proposed start date is September 2010 or sooner.

Application is by means of submission of a cover letter and CV (in English).

Please email all applications to the following address: [rcc@agpd.es](mailto:rcc@agpd.es) till Friday, 6 August 2010.

For further information please contact: [rcc@agpd.es](mailto:rcc@agpd.es)