

# New vacancy in the EU-funded Twinning project number KS 16 IPA FI 01 20: Resident Twinning Adviser (RTA) Assistant

EU project positions

The European Union Twinning project “**Assistance for implementing the Stabilisation and Association Agreement – The EU Services Directive 2006/123/EC**” is seeking to recruit Resident Twinning Advisor (RTA) Assistant **for the period from 9 November 2020 to 31 October 2022.**

Work place is based in the Ministry of Trade and Industry (MTI), Muharrem Fejza Str, Hospital square, 10000 Pristina

Maximum gross salary: 1.200,00 EUR (will depend on actual days worked)

Contract type: fixed term service contract.

The RTA Assistant will report directly to the RTA and will be supervised by the RTA.

## 1. RTA assistant

### Tasks:

- day-to-day assistance to the RTA;
- office management, execution of general administrative tasks necessary for the implementation of the project, project management and monitoring of the progress of project activities;
- developing and maintaining close contacts and working relationships with beneficiary institution, counterparts, EU Office in Kosovo and other relevant beneficiary country actors as well as Croatian and German partner institutions;
- organizing the exchange of information between project participants;
- organizing meetings, seminars and workshops in cooperation with the partners, including quarterly Steering Committee Meetings, preparing agenda for the meetings;
- writing and editing minutes of the meetings;
- assistance in writing and editing rolling work plans, project reports and any other relevant project documents in English and Albanian; budget accounting;
- organizing visibility events, assistance in the preparation of the necessary documents (invitation, agenda) and promotional materials;
- acting as an interpreter for the purpose of the project (e.g. meetings, workshops, visibility events) and providing translation and interpretation services for the RTA and for short-term experts during their missions;
- translating and editing of all documents relating to project activities (legislation, mission reports, correspondence, presentations by short-term experts, etc.) from English to Albanian and vice versa;
- processing of telephone correspondence and general correspondence;
- helping in organization of study visits in Croatia and Germany;

- if determined necessary, accompanying, interpreting and assistance to the beneficiary country participants during study visit to Croatia and Germany;
- assistance to the short-term experts during their missions, helping with all the office work, preparation of the project documentation (work orders/terms of reference);
- organization of trips, reservation of accommodation.

**Requirements for the RTA assistant:**

- University degree;
- The RTA assistant may not have or recently (past six months) have had any contractual relation with the beneficiary administration, namely the Ministry for Trade and Industry (MTI) of the Republic of Kosovo;
- Excellent command of spoken and written English and Albanian languages;
- Computer literacy (e.g. Word, Excel, PowerPoint, Internet);
- the RTA assistant must be able to work independently as well as to be a team player, have initiative and flexibility;
- Excellent organizational and communication skills;
- Understanding of financial management;
- Excellent abilities in drafting documents.

**The following skills will be considered as an asset for RTA assistant:**

- Experience in EU funded projects, especially as RTA Assistant in a former Twinning project;
- Knowledge of Kosovo's system in the area of the project (the field of internal market in Kosovo, services sector in Kosovo );
- Command of Serbian will be an asset;
- Experience of working in an international environment.

Interested candidates are requested to submit their **CV** and a **letter of application (motivation) in English** via e-mail to the following addresses: RTA Ms Iva Dodig [Iva.Dodig@mingor.hr](mailto:Iva.Dodig@mingor.hr) and [twinning@safu.hr](mailto:twinning@safu.hr) by **25 October 2020**. **Only shortlisted candidates will be invited for an interview.** Interviews will be held on line via Skype. For any further information please contact the abovementioned e-mail addresses.

The above-mentioned Twinning project is an EU funded joint project implemented by **Republic of Croatia** represented by the Ministry of Economy and Sustainable Development (MESD), and **Federal Republic of Germany**, represented by the Federal Ministry of Economic Affairs and Energy. The project implementation will last 24 months. **The purpose of the project** is to support the Republic of Kosovo's integration into the world economy and strengthen the role of the Kosovo administration on economic governance through effective regulatory functions in line with the Stabilisation and Association Agreement's obligations.

**The selected person will be a self-employed independent consultant under a Service Contract and will undertake full responsibility for the payment of all taxes and obligations deriving from the legislation in force in the Republic of Kosovo, including for those related to medical and social insurance. The RTA Assistant will carry his/her duties and tasks on the base of contract concluded with the Croatian Central Finance and Contracting Agency.**