



Job Advertisements for RTA Assistant

EU funded Twinning Project under the Transition Facility Programme

Further harmonisation of the Customs Administration with the EU acquis in the field of inspection supervisions (CRO CUSTOMS AUDIT)

Twinning Number: HR 14 IPA FI 03 16

is seeking to recruit:

1. Assistant to the Resident Twinning Advisor (RTA)

Duration of the contract: 13 months. Start of the assignment will be as of 1st June 2017.

Position is based in: Ministry of Finance, Croatian Customs Administration,
Customs Training Centre
Avenija Gojka Šuška 1
10000, Zagreb
Republic of Croatia

Gross monthly salary: 1.800,00 EUR fixed term contract

1. RTA Assistant

Tasks of the RTA Assistant will include:

- Act as a principal assistant to the RTA and visiting short-term experts;
- Assisting to the RTA with project co-ordination and management, including financial management;
- Assisting RTA in organization of experts' missions, trainings, seminars, workshops, Steering Committee Meetings, and other project events;
- Drafting of written materials in relation to organization of the project in Croatian and English;
- Overall management of the office administration, including filling, organizing trainings, expert missions, local travels, general desk office work, etc.;
- Organization of meetings in cooperation with Beneficiary Country partners, preparing meeting agenda and taking minutes;
- Developing and maintaining close working contacts and relationships with Beneficiary Country officials involved in each of the activities and the project management;
- Helping and assisting in financial management of the project;

- Acting as a translator and interpreter (Croatian to English and English to Croatian) on any issues relevant to the project;
- 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.

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
- Excellent command of spoken and written Croatian and English language and experience in translation and interpretation
- Proven practical experience in management of the project office administration
- Computer literacy (e.g. MS Word, Excel, PowerPoint, Internet)
- Excellent organizational, inter-personal and communication skills
- Excellent abilities in drafting documents
- Ability to work in multicultural environment
- He/she must be able to work fairly independently as well as part of a team

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

- Experience in international donor funded projects, for example in EU funded projects, especially Twinning projects related to the field of customs and taxation
- Communication skills, especially for interaction with national and international experts
- Knowledge of the German language
- High level of flexibility

Interested candidates are requested to submit their CV and a letter of application in English, via e-mail to Ms Claudia Pelz, claudia.pelz@bmf.gv.at and position for which the applicant applies should be indicated in the subject as "RTA Administrative Assistant".

Closing date for receipt of applications (CV and letter of application) is 17th May 2017.

Only shortlisted candidates will be invited to attend an interview. The tentative date of the interview is 29th May 2017 in the premises of the Police Academy, Customs Training Centre, Avenija Gojka Šuška 1, 10000 Zagreb.

For any further information please contact Ms. Claudia Pelz at: claudia.pelz@bmf.gv.at

The abovementioned Twinning project "Further harmonisation of the Customs Administration with the EU acquis in the field of inspection supervisions" (CRO CUSTOMS AUDIT) is a joint project between Republic of Austria represented by the Agency for European Integration and Economic Development and the Republic of Croatia, represented by the Ministry of Finance – Croatian Customs Administration.

The main objective of the project is to ensure full protection of the EU and Croatian financial interests from international economic frauds in the area of customs and tax administration.