



The German Foundation for International Legal Co-operation
with its office at Ubierstrasse 92, D-53173 Bonn, Germany, will implement an EU funded

Twinning Project under the IPA Programme 2007:

“Strengthening Capacities of USKOK”

Twinning number: HR/2007/IB/JH/01

Contract number: 2007-0101-010201

and is seeking to recruit :

Administrative Assistant to the Resident Twinning Adviser

Duration: 24 months

About the role: Under the guidance of the Resident Twinning Adviser (RTA) and in cooperation with the responsible counterpart in the USKOK the RTA assistant is expected to carry out the following duties:

- To act as interpreter and translator for the Resident Twinning Adviser 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 organising 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 a



university degree, an excellent command of spoken and written English and Croatian; knowledge of German would be an asset. 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, Office for Suppression of the Corruption and Organised Crime - USKOK and reports to the Resident Twinning Advisor. Salary is 1,800.00 euros per month. The proposed start date is *April 2010 or sooner*.

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

Please email all applications to the following addresses: roman.prah@siol.net and pescchke@irz.de till Friday *19 March 2010 till 13:00 hours*.

For any further information please contact: roman.prah@siol.net