

Job Advertisement

Assistant to Resident Twinning Advisor (RTA Assistant)

The Twinning Project “Strengthening the capacities of the Republic of Serbia for the absorption of EU Rural Development funds in pre-accession period” is an EU funded project that will be jointly implemented by the Hungarian, Austrian, German institutions and the Serbian Ministry of Agriculture, Forestry and Water Management.

The objective of the project is to strengthen the institutional capacities of competent bodies in Serbia in order to implement the Rural Development component of the IPARD (Instrument for Pre-Accession – Rural Development) and to support the sustainable adaptation/harmonization of the MAFWM (Ministry of Agriculture, Forestry and Water Management) to the *acquis communautaires* related to the CAP (Common Agricultural Policy) in order to prepare the Republic of Serbia for the accession to the EU.

The project is looking for an **Assistant to the RTA** (Resident Twinning Advisor), whose activities include assisting the RTA with co-ordination and management of the Twinning project.

Duration: 24 months

Expected starting date: July-August 2010

Place of work: Sabac (Serbia)

The RTA Assistant will be employed full time.

Main tasks of the RTA Assistant include:

- Provide office management and administrative (record-keeping, correspondence) assistance to the RTA;
- Assisting the RTA in the day-to-day implementation of the project
- Maintaining close working relationships and dialogue with the Beneficiary Country administration and the counterparts.
- Assist the RTA in the preparation of and support to expert missions
- Translation and interpretation on a daily basis
- Interpretation during meetings, seminars and workshops
- Translating documents, regulations, training materials, information materials and other written materials from English to Serbian and vice versa.
- Assistance to the RTA in drafting the minutes of the Project Steering Committee meetings and other meetings and any other material related to the project in English and Serbian.

Requirements:

- College or university degree
- Excellent oral and written communication skills in Serbian and English languages. (Knowledge of Hungarian/German language is an advantage)
- Experienced in day-to-day provision of translation and interpretation support to international experts
- Experience in office management and project administration
- Experience of international donor funded projects, for example: EU funded projects, such as Twinning projects would be an advantage
- Excellent Computer skills (MS Word, Excel, Outlook, PowerPoint, Internet, etc.).
- Excellent organisational skills
- Excellent inter-personal and communication skills, ability to work in a team in a multi-cultural environment
- Driving licence and local knowledge.

Individuals that have had any contractual relation with the final beneficiary administration (Ministry of Agriculture, Forestry and Water Management) within the previous six months are not eligible for this position.

Candidates should send a copy of their CV (in Europass format) and motivation letter in English, by e-mail to:

bori.tamas@mvh.gov.hu (Project Leader: Mr. Tamás BORI)

and in copy to:

zoltan.kiss@fvm.gov.hu (RTA: Mr. Zoltán KISS)

bojan.zivadinovic@uap.gov.rs (RTA Counterpart: Mr. Bojan ZIVADINOVIC)

marked "RTA Assistant" **by 20 June 2010.**

The following documents should be annexed in scanned versions to the application:

- Certificate on educational qualification
- Certificate of language knowledge (if it is available)
- References from previous employer(s) if it is available

Short listed candidates will be invited for an interview.

For more information please write to bori.tamas@mvh.gov.hu