



EU Funded Twinning project number: SR 16 IPA FI 01 18 - Protection and Enforcement of Intellectual Property Rights in Serbia – is seeking to recruit Resident Twinning Adviser (RTA) Assistant

Duration: Total Project duration 24 months, indicative start date: February 2019

Work place is based in Belgrade

Gross monthly salary: 1.800 EUR

Contract type: fixed term service contract

The RTA Assistant will report directly to the RTA.

### **1. RTA assistant**

#### **Tasks:**

- Act as a principal assistant to the RTA and visiting short term experts
- Assisting the RTA with project co-ordination and management
- Assisting the RTA in organization of experts' missions, trainings, seminars, workshops, steering committee meetings, and other project events;
- Overall management of the office administration, including filing, organizing trainings, expert missions, local travels, general desk office work etc.;
- Assisting in organization of meetings in cooperation with RTA and Serbian partners, preparing meeting agenda and taking minutes;
- Drafting and editing of minutes of meetings, assisting to the RTA in drafting and editing monthly, quarterly and final project reports and any other relevant documents;
- Assisting in handling of budget accounting;
- Office management, monitoring telephone and general correspondence.

### **2. Requirements for the RTA assistant:**

- The RTA assistant may not have or recently (past six months) have had any contractual relation with the beneficiary administration, namely the Ministry of Trade, Tourism and Telecommunications
- Excellent command of spoken and written skills in English and Serbian language
- Excellent command of spoken and written English, and Serbian languages;
- Computer literacy (e.g. Word, Excel, PowerPoint, Internet);
- The RTA assistant must be able to work independently as well as part of a team and be initiative and flexible;
- Excellent organizational and communication skills;

**3. 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;
- Extensive knowledge of Serbian legislative framework and International regulations/directives in the area of protection and enforcement of Intellectual Property Rights
- Experience of working in an international environment.

Interested candidates are requested to submit their (1) **CV** and a (2) **letter of application (motivation) in English** via e-mail to the following address: RTA Ms. Janne Hedegaard ([jhw@dkpto.dk](mailto:jhw@dkpto.dk)) by **14 December 2018**.

Only shortlisted candidates will be considered. Interviews will take place in Belgrade between 10 and 11. January

For any further information please contact RTA Ms. Janne Hedegaard.

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 Serbia, 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 Contracting Authority.