

EU Twinning Project “Support to preparation for participation in EUROSUR network and EURODAC system

(SR 16 IPA JH 03 19)



is seeking to recruit a

Resident Twinning Advisor (RTA) Assistant

The Twinning project will be implemented in close cooperation between the Ministry of Interior in the Republic of Serbia, Swedish Migration Agency and the Delegation of the European Union to the Republic of Serbia. The project has a duration of 24 months, starting from March 2020 and the working language is English.

Tasks and responsibilities:

The responsibilities of the RTA-Assistant will be the following:

- General support to the RTA in terms of office and project administration, including financial management
- Supporting the RTA in establishing and maintaining regular contact with representatives of relevant authorities of the Republic of Serbia and other stakeholders
- Record keeping, correspondence, drafting of minutes of meetings and other administrative duties
- Interpretation at meetings and translation of project material from/to Serbian/English
- Support the RTA and Short Term Experts (STEs) from the Member States involved in the project activities
- Logistical organization of project-related workshops, seminars and conferences
- Perform any other activities related to the project or personal assistance with language issues or other issues that arise from moving to and working in Serbia.

Qualifications and skills required

- Relevant University degree
- Excellent skills in communication and working in an international environment
- Fluent language skills (oral and written) in at Serbian and English (Swedish language skills will be considered an asset)
- Practical experience in office management and project administration, preferably in other EU-projects

- Excellent computer skills including MS Office products (Word, Excel, Power Point)
- Practical experience in translation and interpretation
- Basic knowledge of EU institutions and policies (experience with EU Twinning Projects and/or working with Serbian state institutions is an additional asset)
- Good knowledge of the structure of the Serbian state administration and ability to interact with local authorities on various issues.
- Interested candidates shall **not** currently have or recently (past six months) have had any contractual relation with the beneficiary; Ministry of Interior of the Republic of Serbia.

Selection procedure

Applications, including CV and cover letter in English should be submitted no later than **March 20 at 12:00 CET** to following addresses:

Erik Reho – erik.reho@migrationsverket.se
and Björn Bergström – bjorn.bergstrom@migrationsverket.se

Incomplete applications or applications sent after the deadline will be disqualified and treated as non-eligible. The RTA assistant is needed at a very short notice and should be available as from April/May 2020.

The selection procedure will include interviews and a written test. Only short-listed candidates will be contacted for interviews. Job interviews will take place in March/April 2020.

Entry Date: April/May 2019

Duration: Project duration 24 months.

Location: Belgrade, Republic of Serbia

Remuneration :
Maximum 1 800 euro gross per month depending on professional experience, which will be subject to local taxation and other deductions. Assistants will be employed through a local employment agency.