



**The European Union's IPA 2013 Programme for the Republic of Serbia  
EU Twinning Contract No.48-00-00057/2015-28**

**"Further Development of Consumer Protection in Serbia"**

**is seeking to recruit:**

- 1. RTA<sup>1</sup> Assistant**
- 2. RTA Language Assistant**

**1. RTA Assistant**

**a) The role:**

- To support the RTA in different aspects of his/her daily work including assistance in the following tasks:
- 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 Serbian and English
- Overall management of the office administration, including filing, 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
- Assisting in handling of budget accounting
- Act as a translator and interpreter when needed
- Drafting and editing minutes of meetings, assisting to the RTA in drafting and editing monthly, quarterly and final project reports and any other relevant documents
- Arrangement of travel, booking accommodation and organisation of study visits in close cooperation with the RDA Back up office
- Office management and general correspondence.

**b) Skills and required experience:**

- Have Serbian citizenship; with a university degree, an excellent command of spoken and written English and Serbian, knowledge of Hungarian/Slovak language would be an asset;
- Be free of any links with staff members of the Ministry of Trade, Tourism and Telecommunications
- Have excellent organisational and communication skills, and some understanding of financial management;
- Have excellent computer skills (MS Office, Excel, Internet)
- Additional training, specialisation, post graduated studies in energy, engineering, law will be considered as an advantage;
- Have excellent inter-personal skills;
- Willingness to travel in the country;
- Working experience with Serbian public administration in Twinning or Technical Assistance projects will be a strong advantage (but not as a public administration employee within the past six months).

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<sup>1</sup>Resident Twinning Advisor



**Payment:** 1,650.00 EUR (gross)

## **2. RTA Language Assistant**

### **a) The role:**

- Act as a Language Assistant to the RTA and assist visiting of the short term experts
- Translate written materials with relation to the project in Serbian and English
- Interpret during missions; meetings, workshops, seminars, trainings and other project events
- Develop and maintain close working contacts and relationships with officials involved in the project activities
- Cooperate and work with RTA Assistant in daily management of the project related activities.

### **b) Skills and required experience:**

- Have Serbian citizenship; with a university degree, an excellent command of spoken and written English and Serbian, knowledge of Hungarian/Slovak language would be a strong asset;
- Be free of any links with staff members of the Ministry of Trade, Tourism and Telecommunications;
- Have excellent organisational and communication skills, and some understanding of financial management;
- Have excellent computer skills (MS Office, Excel, Internet)
- Additional training, specialisation, post graduated studies in energy, engineering, law will be considered as an advantage;
- Have excellent inter-personal skills;
- Willingness to travel in the country;
- Working experience with Serbian public administration in Twinning or Technical Assistance projects will be a strong advantage (but not as a public administration employee within the past six months).

**Payment:** 1,650.00 EUR (gross)

**Closing date for applications:** 15<sup>th</sup> August 2017

**Interviews will be held on:** The short listed candidates will be invited for an interview on 21<sup>st</sup> and 22<sup>nd</sup> August 2017 in Belgrade, Ministry of Trade, Tourism and Telecommunications, 22-26, Nemanjina Street, Belgrade.

If you can start on the 28<sup>th</sup> August 2017 and **fulfil the expected requirements** please send an application including contact details (email and tel.) and curriculum vitae (CV in Europass format) in English to MsKatarina Manczalova at the following address: [kmanczalova@rrasenec-pezinok.sk](mailto:kmanczalova@rrasenec-pezinok.sk) and in copy Mr. Peter Aranyi ([peteraranyi.rs@gmail.com](mailto:peteraranyi.rs@gmail.com)).