



EU co-financed Twinning Project under the IPA Programme 2013

“Support to Waste Management Policy” in the Republic of Serbia
is seeking to recruit an
Assistant to the Resident Twinning Adviser (RTA)

Duration: 24 months, indicated start in mid-August 2017

Place of Work: Ministry of Environmental Protection, Belgrade

Gross monthly salary: 1.300,00 EUR fixed term contract (full-time)

Tasks of the RTA Assistant

- Assistance to the Resident Twinning Adviser (RTA) and to the project experts in general management and administration of the project;
- In charge of the Twinning project’s office, procurement, logistics, filing system, organisation of training, expert missions, study visits and meetings;
- Organisation of meetings in cooperation with Beneficiary country partners, preparing meeting agenda and taking minutes;
- Book-keeping of the project account (part of the project budget assigned for expenses taking place in Serbia), dealing with VAT and tax issues;
- Support to research activities (internet, library services etc.);
- Assistance in the implementation of training programmes and other project activities;
- Compilation of project documentation in close cooperation and coordinated by the RTA; making available all documents generated during the performed activities (workshops, seminars, etc.) for the Serbian experts;
- Compilation of documents for project reports in close cooperation and coordinated by the RTA;
- Drafting of written materials in Serbian and English;
- Support the language assistant for the interpretation at meetings and other conversations for the RTA, the project team and visiting foreign experts;
- Support the language assistant for translation of: agendas, training programmes, manuals, legal texts, information brochures and other documents.
- Support to the RTA in his work with Serbian Institutions at the national and local level.

Qualifications & Skills

Minimum Requirements for the candidate¹

- Proficiency in Serbian language (both in Cyrillic and Latin alphabet)
- Excellent command of spoken and written English language (at least C1 level)

¹ Only candidates meeting minimum requirements will be subject to further evaluation

- Computer literacy (MS Word, MS Excel, MS PowerPoint, Outlook, Internet and CMS to maintain the Project's website)
- Experience in office management and project management
- Excellent organizational and communication skills
- Some understanding of financial management
- University degree & experience concerning environmental issues

Additional Requirements²

- Working experience with Serbian public administration in Twinning or Technical Assistance projects (but not as a public administration employee within the past six months);
- Knowledge of
 - legal and administrative situation in Serbia;
 - Waste management in Serbia
 - EU institutions, EU Funds, accession processes in Serbia and environmental policy/law;
- Experience of international donor funded projects, for example: EU funded projects, such as Twinning projects;
- Have at least five year of professional experience.
- Driving licence for passenger cars

Others:

The assignment requires preparedness to work occasionally overtime and undertake business trips in Serbia and study tours outside Serbia (including overnight stays);

The assignment requires high sense of responsibility; excellent interpersonal and communication skills; interest in the subjects of the project and commitment;

Applications

Your application should include:

- a motivation letter in English;
- a CV (Europass format³) in English with detailed description of your professional experience and your education with exact dates;
- copies of relevant documents (university degree, reference letters etc.).

Note that the project assistant may not have, or recently (past six months) have had any contractual relation with the Serbian public administration.

Qualified candidates are kindly asked to submit their applications by e-mail not later than August 8th, 2017 to musetoiu@gmail.com (Mr. Nae-Musetoiu, Resident Twinning Advisor), luka.starcevic@eko.minpolj.gov.rs (Mr. Starcevic, RTA counterpart), Brigitte.karigl@umweltbundesamt.at (Ms. Karigl, MS Project Leader) and aniko.noviczky@umweltbundesamt.at (Ms. Noviczky, assistant).

Only short-listed candidates will be invited to an interview in 3rd week of August 2017. Selected candidates will sign a contract with the Environment Agency Austria.

² Meeting any of these is desirable and constitutes an advantage

³ CV form in EU format is available at: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>