



European Union Twinning Project

Twinning number: SR 15 IPA JH 01 18

“Strengthening Capacities of Internal Control in the Fight against Corruption within the Ministry of Interior”

is seeking to recruit Resident Twinning Advisor (RTA) Assistant

Duration of the Project implementation: total Project duration 18 months, start date: 1st of March 2019, indicative end date 1st of September, 2020.

Work place: is based in Belgrade

Maximum monthly payment: 1.700 EUR

Contract type: fixed term **service contract**

Duration of the contract: up to 18 months with extension possibility up to 3 months

The RTA Assistant will report directly and will be supervised by the RTA.

1. RTA assistant

Tasks:

- To be the main assistant to the Resident Twinning Advisor (hereinafter - RTA), the project leader and short-term experts in the beneficiary country;
- To help the RTA to coordinate and implement the Twinning Project and to help manage RTA accounting;
- To help RTA organize visits, trainings and seminars for short-term experts, also meetings of the supervisory committee and other events in cooperation with RTA, Serbian and Romanian partners;
- To help RTA organize meetings and prepare meeting agendas;
- To prepare and edit minutes of the meetings, assist RTA in drafting and editing monthly, quarterly and final project reports and any other relevant documents;
- To manage the office, including filing, organizing trainings, expert missions, local travels, general desk office work and etc.;
- To support RTA language assistant when needed;
- To help organize trips and study visits, including hotel booking and making other relevant travel arrangements.

**Requirements for the RTA assistant:**

- be of Serbian nationality or having valid residence and working permits;
- University degree;
- The RTA assistant may not have had any contractual relation during at least the last 6 months with the beneficiary administration, namely the Ministry of Interior of the Republic of Serbia;
- Excellent command of spoken and written English and Serbian;
- Computer literacy (e.g. Word, Excel, PowerPoint, Internet);
- the RTA assistant must be able to work fairly independently as well as part of a team and be initiative and flexible;
- Excellent organizational and communication skills;
- Team-player;
- Some understanding of financial management;
- Excellent abilities in drafting documents.

The following skills will be considered as an asset for RTA assistant:

- Knowledge of Serbian legislative framework in the area of home affairs;
- Experience in EU funded projects and/or as RTA Assistant in a former Twinning project;
- Communication skills;
- 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 Mr. Simonas Grebelis simonas.grebelis.twinning@gmail.com and Mr. Dalius Kontrimavičius d.kontrimavicius@cpva.lt by **28 March 2019**. **Only shortlisted candidates will be invited to attend a pre-selection interview.** Interviews preliminary are scheduled to be held on **1-2 April, 2019** in the premises of the Ministry of Interior of the Republic of Serbia, Bulevar Zorana Djindjica 104, SRB – 11070, Belgrade. For any further information please contact RTA Mr. Simonas Grebelis simonas.grebelis.twinning@gmail.com and Mr. Dalius Kontrimavičius d.kontrimavicius@cpva.lt.

The above-mentioned Twinning project is an EU funded joint project between **Lithuania**, represented by the Special Investigation Service of the Republic of Lithuania, **Romania**, represented by the Anti-Corruption General Directorate, Ministry of Internal Affairs of Romania and **Republic of Serbia**, represented by the Ministry of Interior of the Republic of Serbia. The project implementation will last 18 months.

The purpose of the project is to support capacity building of the Internal Affairs Sector, with a focus on preventive mechanisms to fight corruption in the Ministry of Interior.

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.