Financed by the European Union – Instrument for Pre Accession Assistance (IPA)

Job Advertisement

Resident Twinning Adviser Assistant

**Twinning Project:** SR13/IB/AG/02 “Further Capacity Building in the area of Plant Protection Products and Pesticides Residues in the Republic of Serbia”

The Chemicals Regulation Division (CRD), Health and Safety Executive (HSE) are working with the Plant Protection Directorate (PPD) within the Ministry of Agriculture and Environment Protection (MAEP) in Belgrade as part of an EU funded Twinning project. The main aim of the project is further capacity building in the area of Plant Protection Products and Pesticide residues.

A Resident Twinning Adviser from CRD/HSE will be based in Belgrade for a period of 18 months to ensure the management and implementation of the project and liaise closely with Serbian counterparts.

We offer you the possibility to become an assistant to the Resident Twinning Adviser for the successful running of this 18 month project.

If you are interested in this position, please send your CV and covering letter to the Resident Twinning Adviser, Matthew Brown, at matthew.brown@sac.co.uk with a copy to Mrs Nicola Snowden, at Nicola.Snowden@hse.gov.uk before 13th October 2016, 17:00 hrs (recommended CV format can be located at [http://europass.cedefop.europa.eu/documents/curriculum-vitae/templates-instructions](http://europass.cedefop.europa.eu/documents/curriculum-vitae/templates-instructions)).

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### 1. Content of the Job

**Overall purpose:**

To provide daily support to the Resident Twinning Adviser, during the implementation of the Twinning project: “Further Capacity Building in the area of Plant Protection Products and Pesticides Residues in the Republic of Serbia”.

**Responsibilities include:**

- To provide *ad hoc* support to the RTA in all aspects of his daily work including assistance with administrative and logistical tasks
- To develop and maintain good communication between the Twinning partners in Serbia, the CFCU and the EU Delegation to the Republic of Serbia
- To develop and maintain good communication between Project management staff in the Plant Protection Directorate (PPD) within the Ministry of Agriculture and Environment Protection (MAEP); the 13 external Institutions in Serbia involved in the project, the Chemicals Regulation Division, Health and Safety Executive (UK) and project partners in Czech Republic; Slovenia and Croatia
- To assist in all administrative and logistical matters related to missions in Serbia and overseas study visits.
  - organise meetings, seminars and workshops, and the creation of working materials for such events (e.g. agenda’s, Terms of Reference, slides, handouts, visibility materials);
  - attending meetings, training workshops and other project related-events and producing minutes;
- assistance with the preparation of financial information and maintaining contact with CFCU’s financial manager for the Project;
- drafting and editing the quarterly and final project reports and any other relevant documents, such as expert’s Mission Certificates and Timesheets;
- office management and general clerical work (e.g. answering and making phone calls, filing, photocopying, sending and receiving emails/faxes);
- identifying, contracting and monitoring commercial translation and interpretation services;

- To assist the RTA and visiting officials from the partner Member States with arrangements for travel, accommodation and any other issues arising from residence and work in Serbia
- To provide support with translation/interpretation for the Resident Twinning Advisor and visiting experts (Serbian to English and English to Serbian) on any issues relevant to the project where separate arrangements for translation or interpretation have not been made.

2. Skills and Experience:

The RTA assistant will be of Serbian nationality and have an excellent command of spoken and written English and Serbian. The assistant should also have the following skills:

- Excellent organisational, communication, networking and interpersonal skills;
- Be computer literate (especially Word, Excel and Powerpoint);
- Be able to work effectively both independently and as part of a team;
- Have an open, easy going and service oriented nature and be comfortable working in a multicultural environment
- Preferably have some understanding of and experience with project administration and financial management / record keeping
- Preferably have a scientific educational background and/or scientific work experience;
- Experience of working in Twinning or similar projects would be an advantage.

3. The work conditions

Place of work: The RTA Assistant will work at the Plant Protection Directorate of the Ministry of Agriculture and Environmental Protection Republic of Serbia, Omladinskih brigada St 1 11070 New Belgrade, Serbia

The RTA Assistant will report to the RTA.

Contractual nature of the job: The RTA Assistant will be employed as an independent consultant under a Service Contract signed by the Chemicals Regulation Division, Health and Safety Executive, UK. The RTA Assistant will be self-employed and 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.

Exclusions:
Note that the RTA Assistant must not currently have, or have had within the last 6 months, any contractual relation with the beneficiary administration, or be a family relative within the Ministry of Agriculture and Environmental Protection.

Remuneration: Up to €1,500/month, dependent on the qualifications and experience of the selected candidate.

Duration of the employment: The contract is for 18 months. It is a full time position.

Interviews for short-listed candidates will take place in Belgrade at the end of October 2016 (the date will be confirmed to short-listed candidates). The successful candidate will be expected to start work as soon as possible after notification of appointment.
The Project is an equal opportunity employer that encourages applications from women and minorities. Please note that advertised posts are not available to civil servants or other officials of the public administration in Serbia.

If you have any questions you can contact Mr Matthew Brown, RTA. E-mail: matthew.brown@sac.co.uk or Mrs Nicola Snowden, E-mail: Nicola.Snowden@hse.gov.uk