



EU Twinning Project „ Support to strengtening migration management and asylum system in Serbia“

Job Announcement

Resident Twinning Advisor (RTA) Assistant

A Resident Twinning Advisor's Assistant is sought for an EU Twinning Project entitled "Support to strengthening migration management and asylum system in Serbia".

The Twinning project will be implemented in close cooperation with the Commissariat for Refugees and Migration, the Swedish Migration Agency of Sweden, the Immigration and Naturalization Services of the Netherlands and the Ministry of Interior of Slovenia. The working language is English.

I 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
- Supporting 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.

II Qualifications and skills required:

- Relevant University degree or similar
- Practical experience in office management and multi-year experience of EU-project administration, preferably of EU-Twinning projects
- Very good spoken and written command of English and Serbian
- Experience in translation and interpretation
- Advanced computer skills, including a first-class command of Microsoft Word, Excel, PowerPoint & Outlook
- Ability to meet set deadlines and work in demanding situations with a willingness for hard work and to be flexible, as part of an international result-oriented team
- Maturity of judgment and a problem-solving approach with the ability to work alone or with minimal supervision
- Excellent skills in communication and working in an international environment
- Availability to travel in the country and abroad



We attach particular importance in our selection procedure to the candidate's personal ability to fit into our organization and our way of working

III Selection procedure and deadlines for the submission of the application

CV (Europass format¹), cover / motivation letter in English will be submitted by email to following email addresses with object *Twinning RTA Assistant*:

Maria Persson-Tornberg – maria.persson.tornberg@migrationsverket.se

Katarina Mlekov - katarina.mlekov@migrationsverket.se

Björn Bergström – bjorn.bergstrom@migrationsverket.se

Incomplete applications or sent after the above 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 Nov 2019.

The selection procedure will include job interviews and language test. Only short-listed candidates will be contacted for interviews. Job interviews will take place in Belgrade.

Entry Date: November/December 2019

Project Duration: 12 months

Location: Belgrade, Republic of Serbia

Remuneration: Max 1800 EUR per month,
Depending on professional experience

The RTA assistant may not have or recently (past 6 months) have had any contractual relation with the beneficiary administration that is the Commissariat for Refugees and Migration of the Republic of Serbia.

Please be informed that the successful applicant may need to undertake full responsibility for the payment of all taxes and obligations deriving from the legislation in force, including for those related to medical and social insurance.

If you are interested in this position, please send your

- 1) CV in English and
- 2) application letter per email **as soon as possible or latest 6 November, 2019.**

¹ <https://europass.cedefop.europa.eu/>