



Job Advertisement the Assistant to the RTA

**The European Union's program under the IPA –Improvement of the Penalty System - for Serbia (EU funded Twinning Project)
is seeking to recruit an**

Assistant to the Resident Twinning Adviser (RTA Assistant)

The Twinning Project “Improving capacities and capabilities within the prison system in the Republic of Serbia” is a joint project between the Republic of Serbia, Federal Republic of Germany and Republic of Austria, represented by the Administration for Enforcement of Penal Sanctions (Ministry of Justice), German Foundation for International Legal Cooperation and Austrian Federal Ministry of Justice.

The overall objectives of this project are strengthening capacities for training, education and employment of convicted persons, and improving living and working conditions within the prison system in the Republic of Serbia.

The purpose of this contract is to support improvement of capacities and capabilities of the penitentiary system in the Republic of Serbia.

The project is seeking an Assistant to the Resident Twinning Adviser (RTA Assistant), whose activities include assisting the RTA with co-ordination and management of the Twinning project by translation and interpretation activities. The duration of the contract is 18 months. The planned starting date is **July 2017**.

The RTA Assistant will be employed full time and stationed in Nis. The RTA Assistant may **not** have or recently (past 6 months) have had any contractual relation with the beneficiary administration that is the Ministry of Justice of the Republic of Serbia.

The tasks of the RTA Assistant include:

- Assisting the RTA in the day-to-day implementation of the project;



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- Office management;
- Undertaking general administration duties required for project implementation;
- Maintaining close working relationships and dialogue with BC administration, CFCU and counterparts;
- Maintaining filing systems and arranging for the exchange of information between project participants;
- Taking care of mission preparations and filing mission reports, time sheets and mission certificates
- Organization of seminars, training events, meetings and other visits out of Serbia;
- Budget monitoring;
- Preparation of quarterly Project Steering Committee Meetings including preparation of Quarter Interim Reports;
- Acting as translator/interpreter, when necessary.

Requirement for the candidates:

The RTA Assistant will be recruited in accordance with the following selection criteria:

- Preferably University Degree in Law, Public Administration, Management or any other discipline relevant for the position;
- Fluent in spoken and written Serbian with an excellent command of written and spoken English (knowledge of French language is an advantage but not mandatory);
- Proven experience in office management and project administration;
- Experience of EU funded projects, such as Twinning projects would be an advantage;
- Excellent Computer skills (MS Word, Excel, Internet, etc.);
- Excellent organisational skills;
- Excellent inter-personal and communication skills.

Candidates should send a copy of their CV (in Europass format) with a cover letter in English, by e-mail to Ms. Bojana Tadic at tadic@irz.de and copied to Mr. Catalin Claudiu Bejan at catalinbejan2004@hotmail.com, Ms. Natasa Radulovic n.radulovic@mpravde.gov.rs and Mr. Milan Tanaskovic milan.tanaskovic@mpravde.gov.rs marked “RTA Assistant” by **09 July 2017**.

We reserve our right to contact only short-listed candidates.

The following documents should be annexed in scanned versions to the application:

- Certificate on educational qualification;
- Certificate of language knowledge;
- References from previous employer(s) if it is available.

Legal nature of the contract:

Independent activity based on a service contract. The provider should therefore be registered as a service provider and have a fiscal registration number (i.e. MB, PIB) and will be responsible of the payment of all taxes, and insurances policies in relation with his activity.



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