



## Call for hiring Assistants to the Project Resident Twinning Advisor (RTA)

### Project background:

- Project title: Support and improvement of occupational safety and health and labour inspection in the Republic of Serbia
- Implementing body: Slovak-Czech Consortium managed by the Regional Development Agency SP, Slovak Republic (RDA)
- Beneficiary institution: Ministry of Labour, Employment, Veteran and Social Affairs, Serbia
- Contracting Authority: Ministry of Finance, Department for Contracting and Financing of EU Funded Programmes (CFCU)
- Project duration: 24 months, from 22 February 2019 to 21 February 2021
- Scope of the project: Twinning sector - social affairs and employment, labour inspection; development of labour inspection policy, inspection manuals and guidelines, training of labour inspectors, work accident insurance system, occupational health services.

### Terms of Reference:

The Project implementing body is seeking to recruit two assistants to the RTA:

- 1) Administrative RTA Assistant
- 2) Language RTA Assistant

#### Job description for the Administrative RTA Assistant:

- Assisting RTA in administrative and organisational issues concerning implementation of the project work plan.
- Assisting RTA in organization of experts' missions, meetings, trainings, seminars, workshops, Steering Committee meetings, and other project events.
- Overall management of the office administration and general correspondence, including filing, organizing trainings, expert missions, local travels, general desk office work etc.
- Drafting of written materials in relation to organization of the project in Serbian and English, keeping and archiving project documentation, editing the monthly, quarterly and final project reports and any other relevant documents.
- Assisting in handling of budget accounting and financial information.
- Coordination of missions of short-term experts, arrangement of travel, booking accommodation; assisting in organisation of study visits in close cooperation with the RDA Back up office
- Providing support in communication relating to implementation of the project activities and maintaining contact with the project beneficiaries, other partners and Project experts.
- Development and maintaining close working contacts and relations with Beneficiary Project Leader and RTA Counterpart, and other Serbian officials involved in the project;
- Prospective translations and interpretations in case of replacing or supporting Language RTA Assistant.

#### Job description for the Language RTA Assistant:

- Acting as a Language Assistant to the RTA, cooperate and work with RTA Assistant in daily management of the project related activities.
- Interpretation and translation from Serbian language to English and from English to Serbian language for the RTA and short term experts and other persons involved in the project.
- Providing translation of legislative acts, administrative documents, guidelines, reports, background papers, mainly oriented on the area of safety and health at work, social affairs, employment, health, medicine and law.
- Providing interpretation in personal contacts with project collaborators, representatives of state institutions, social partners and other stakeholders, as well as interpretation at the meetings, trainings, seminars, conferences and other project events.
- Assisting the RTA in the implementation of the work plan of the twinning project, organising meetings, seminars and workshops, attending meetings, training workshops and other project related events and producing minutes of meetings.
- Promoting and maintain close working contacts and relations with Serbian project leader and RTA counterpart, and other Serbian officials involved in the project;
- Closely cooperate and promote work id the Administrative RTA Assistant

#### Skills and experience required for both RTA Assistants:

- Having Serbian citizenship; with a university degree background.
- Having an excellent command of spoken and written English and Serbian; knowledge of Slovak or Czech language would be an asset.
- Additional training, specialisation, post graduate studies in related areas will be considered as an advantage.
- Being free of any links with staff members of the Ministry of Labour, Employment, Veteran and Social Affairs in Serbia, and Labour Inspectorate.
- Having excellent organisational and communication skills, inter-personal skills,
- Basic understanding of financial management (for Administrative Assistant).
- Familiar with terminology relating the topics of the Project - occupational safety and health, social affairs, employment, medicine (for Language Assistant).
- Having excellent computer skills (MS Office, Excel, Internet).
- Willingness to travel in the country.
- Working experience with Serbian public administration in Twinning or Technical Assistance projects will be a strong advantage (but not as a public administration employee within the past six months).
- Tact and ability to work with people; ability to ensure effective and efficient provision of services and team work, full confidentiality in all aspects of the assignment, management of information flow and follow-up on deadlines and commitments, positive and constructive attitude.

#### **Conditions for assignment:**

<u>Contracting period:</u>	The contracting period is in the frame of the project duration (above) and can be agreed individually, expected beginning from March 2019
<u>Gross payment:</u>	1650 Euro per month
<u>Work regime and location:</u>	full time, 8 hours a day, mostly in the Twinning Project Office, St. Terazije 41/III, Belgrade, occasionally at the events organised in Belgrade and over the country

Application of candidates: Applicants can submit their applications in English, supplemented by CV (in Europass format) and motivation letter at the following e-mail: [ivan.majer.kosice@gmail.com](mailto:ivan.majer.kosice@gmail.com).

Closing date for applications: 25<sup>th</sup> February 2019

Interviews will be held on: The short listed candidates will be invited by phone or e-mail for an interview on 28<sup>th</sup> February and/or 1<sup>st</sup> March 2019 in the Twinning Project Office, St. Terazije 41/III, Belgrade.