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VACANCY NOTICE RTA ASSISTANT

TWINNING PROJECT

SR 14 IPA FI 01 17

48-00-00028/2016-28

"Further development of protection of competition in Serbia"

Job Vacancy Announcement for RTA Assistant

Place of work	Commission for Protection of Competition - Belgrade
Estimated starting date	3 June 2019
Period of employment	18 months (full time)
Closing date for applications	24 May 2019

1. BACKGROUND

The Twinning project "Further development of protection of competition in Serbia" is aimed at increasing the competitiveness of the Serbian economy, as well as strengthening the impact on the private sector. As such, the project is set to provide support to the Commission for the Protection of Competition, as the main body entrusted with the protection of competition in the Serbian market and the enforcement competition rules, but also to other relevant Serbian institutions and actors, such as the Ministry of Trade, Tourism and Telecommunications, the judiciary, market operators and regulators.

An expert from the Member State implementing the contract (Resident Twinning Advisor, "RTA") will be posted at the Commission for the Protection of Competition for the entire duration of the project.

2. DUTIES

The RTA Assistant provides administrative support to the RTA throughout the implementation phase, with a view to facilitating the effective delivery of the Twinning's mandatory results.

His/her duties will include:

- Translation and interpretation services on a daily basis;
- Administrative and logistic support to the Member States experts involved in short-term working missions to Serbia within the Project's framework;





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- Preparation of the required documentation for all experts missions, including support in drafting mission certificates and side letters, as well as gathering all necessary documents to ensure the preparation of twinning-related claims and their correct financial management;
- Administrative support to the RTA during the implementation of the project: general tasks of office management;
- Support in the elaboration of a communication strategy and the design of visibility materials for the Twinning project;
- Administrative, IT and logistic support for the preparation and delivery of working activities, including organization of training sessions, conferences, expert's missions, and related tasks;
- Travel and meeting arrangements for the RTA and the short-term experts;
- Support in the drafting of the project's quarterly and final narrative and financial reports, including the relevant budgets;
- Active monitoring of all project's implementation expenses;
- Drafting and editing documents relevant to the project in Serbian and English;
- Taking minutes of meetings, preparing notes and summary records;
- Support to the RTA in his contacts with the Delegation of the European Union to Serbia, as well as public institutions at the central and local levels.

2. QUALIFICATIONS AND EXPERIENCE REQUIRED

Applicants **are required** to be Serbian native speakers, with excellent command of written and spoken English, and to hold a University degree. Very good drafting skills, computer literacy (MS Office) and some experience in project management are also essential requirements.

Additional relevant qualifications may include:

- previous work experience in EU Twinning Projects;
- demonstrable experience in accounting or financial management;
- experience in devising and implementing a communication/visibility strategy;
- previous experience in working in an international/multi-cultural environment;
- some knowledge of Italian.

Applicants should also note that some basic understanding of competition law and policy, as well as the availability to work flexible hours, would be highly desirable.

The RTA assistant must not have had, at least during the six months preceding their application, any contractual relation with the beneficiary administration in Serbia.





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3. CONDITIONS OF EMPLOYMENT

The successful applicant will be an independent consultant, on the basis of the standard IPA-contracts for services. The RTA Assistant will be self-employed and will 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.

The assignment is full time; the RTA Assistant contract will run from the date of the signature throughout the period of implementation of the Twinning Contract.

The **maximum gross salary** (adjusted for experience/competencies) is **€ 21.600/year** and the contract will provide for a probation period of 3 month.

4. APPLICATION AND SELECTION PROCEDURES

Qualified candidates should apply not later than 24 May 2019 to the email address twinning@kzk.gov.rs of the Italian Competition Authority, indicating in the subject box “RTA Assistant”.

The application must include:

- a motivation letter in English;
- a CV in English

Incomplete or late applications will not be assessed. Please note that only applicants selected for the interview will be notified.

Short-listed candidates will be invited for an interview in late May 2019.

Please note that applications will not be returned to candidates.

