



TWINNING CONTRACT MK10/IB/JH/01 - Support to efficient prevention and fight against corruption

**Job Description**  
**TWINNING PROJECT TW MK 10 IB JH 01**

**Assistant to the Resident Twinning Advisor**

The Twinning “SUPPORT TO EFFICIENT PREVENTION AND FIGHT AGAINST CORRUPTION” is seeking a full time Assistant to support the Resident Twinning Advisor (RTA) for the project’s implementation (24 months: approx. June 2014 – June 2016). Based at the State Commission for Prevention of Corruption in Skopje, the Assistant will assist the Resident Twinning Advisor (RTA) and the team of international experts, working closely and supporting them in the completion of their tasks and duties.

Main Tasks

- Provision of support to the RTA in administrative and organisational issues,
- Make travel arrangements and arrange meetings for the RTA, the short-term experts and other foreign specialists involved in the project,
- Coordination of missions of short-term experts,
- Organisation of meetings, workshops and conferences, including meetings of the steering committee of the project,
- Performing of necessary office and office management tasks including record keeping,
- Drafting of minutes of meetings,
- Drafting of written materials with relation to the project in Macedonian and English, e.g. (quarterly) reports,
- Assistance to the RTA and the short-term experts in matters related to language problems or other problems due to being and working in a foreign country.

Key Skills

- Excellent knowledge of English (oral and written), good knowledge of German
- Good knowledge of Macedonia and its institutions, legislation and administration and knowledge of EU issues,
- Experience as RTA assistant in Twinning projects or experience with the implementation of projects funded by the EU (will be considered as advantage),
- Experience in organising workshops and meetings,
- Proficient with a computer (including Word, Excel, PowerPoint etc.),
- Experience in drafting and contributing to reports,
- Hard working with excellent written and oral communication skills and the ability to work closely with the RTA and an international team of experts,
- Qualification and experience in translation and interpreting from Macedonian into English and from English into Macedonian, in particular of legal texts.
- Willingness to travel (regional for trainings, to Germany for study visits).

Individuals that have had any contractual relation with the Government Administration of the Republic of Macedonia within the previous six months are not eligible for this position. Selected candidates will be contacted for an interview.

The interviews are planned for the end of May / beginning of June 2014 in Skopje.

Please send your CV and covering letter by email to Ms Judith Commenges:  
[jcommenges@bsu-berlin.de](mailto:jcommenges@bsu-berlin.de)