



EU co-financed Twinning Project under the “Instrument for Pre-accession Assistance (IPA)- National Program for 2011 under the IPA Transition Assistance and Institution Building Component (TAIB)”- MK 11 IB JH 01

**“Developing an advanced intelligence gathering and analysis system in the fight against organised crime”**

is seeking to recruit:

**RTA (Resident Twinning Advisor) assistant and RTA language assistant**

**Duration:** 21 months (indicative date: from September 2015 until May 2017)

**Positions are based in:** Skopje

**Gross monthly salary:** in agreement with the employer

**Tasks of the RTA assistant:**

- Act as a principal assistant to the RTA and visiting short term experts;
- Assisting to the RTA with project co-ordination and management;
- Assisting to the RTA in organization of experts’ missions, trainings, seminars, workshops, steering committee meetings, and other project events;
- Drafting of written materials with relation to the project in Macedonian and English;
- Overall management of the office administration, including filling (filling of all data available for each single activity including presentations, translations, templates, time sheets etc.), organizing trainings, expert missions, local travels, general desk office work etc.;
- Organization of meetings in cooperation with Beneficiary Country partners, preparing meeting agenda and taking minutes;
- Developing and maintaining close working contacts and relationships with Beneficiary Country officials involved in each of the activities and the project management;
- Handling of budget accounting;
- Act as a translator and interpreter when needed;
- Drafting and editing minutes of meetings, assisting to the RTA in drafting and editing monthly, quarterly and final project reports and any other relevant documents
- Arrangement of travel, booking accommodation and study visit;
- Office management, monitoring telephone and general correspondence

This project is funded by the European Union

**Requirements for the RTA assistant:**

- The RTA assistant may not have or recently (past six months) have had any contractual relation with the beneficiary administration
- Excellent command of spoken and written English language
- Excellent command of spoken and written German language
- Excellent organizational, planning, and time-management skills;
- Very good computer skills, ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel)
- University degree

**Assets for the RTA assistant:**

- Experience from previous Twinning projects
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- High level of flexibility

**The tasks of the RTA language assistant:**

- Act as a language assistant to the RTA and visiting short term experts;
- Translation of written materials with relation to the project in Macedonian, English and German;
- Interpretation during missions; meetings, workshops, seminars, trainings and other project events;
- Developing and maintaining close working contacts and relationships with Beneficiary Country officials involved in each of the activities and the project management;
- Performing all other duties assigned

**Requirements for the RTA language assistant:**

- The RTA language assistant may not have or recently (past six months) have had any contractual relation with the beneficiary administration
- Excellent command of spoken and written English language
- Excellent command of spoken and written German language
- Very good computer skills, ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel)
- University degree

**Assets for the RTA language assistant:**

- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- High level of flexibility

Interested candidates are requested to submit their application with a CV (Europass format) and all supporting documents (scan of University degree(s), letter of recommendation and (other diplomas, certificates and so on that can support the candidate's compatibility with the requested skills and knowledge's) in English via e-mail to the following address: [EU.Twinning.MK.RTA@gmail.com](mailto:EU.Twinning.MK.RTA@gmail.com) **by 14. July 2015.**

Clearly indicate in the application letter the position for which the application is submitted for. Applications received after the closing deadline or submitted in other languages than in English will not be considered.

Shortlisted candidates only will be invited to attend an interview. For any further information please contact Alexander Neumüller at: [EU.Twinning.MK.RTA@gmail.com](mailto:EU.Twinning.MK.RTA@gmail.com).

The abovementioned Twinning project is a joint project between Austria represented by the Agency for European Integration and Economic Development and the Beneficiary Country, represented by the Ministry of Interior. The main objective of the project is the Developing an advanced intelligence gathering and analysis system in the fight against organised crime.