



Twinning project reference number MK 11 IB JH 03 15

Instrument for Pre-accession Assistance (IPA) – National Programme for 2011 under the IPA Transition Assistance and Institution Building Component (TAIB)

Twinning Project “Strengthening the Rule of Law”

Reference Number: MK 11 IB JH 03 15

is seeking to recruit

Assistant to the RTA (Resident Twinning Advisor)

Duration: 5 months (indicative date: from May 2017 until September 2017)

Positions are based in: Ministry of Justice of the Republic of Macedonia, Dimitrie Chupovski 9, 1000 Skopje

1. Assistant to the RTA (Resident Twinning Advisor)

Qualifications:

- Excellent command of spoken and written in English and Macedonian language;
- University degree in a relevant field (preferably law degree);
- Previous experience in office management;
- Excellent organisational and analytical skills;
- Ability to establish and maintain effective working relations;
- Advanced usage of computer and office software packages (MS Word, Excel, Power point, etc.);
- Knowledge of relevant Government policies, laws, external assistance and operational structures affecting the justice sector;
- Knowledge on public administration and especially being familiar with the Ministry of Justice;
- Ability to work under pressure and be able to prioritize.

Additional Qualifications which would be considered as advantage:

- Previous working experience in IPA twinning projects or other EU funded projects;
- Experience with Justice and Home affairs terminology use.

Job description:

- Act as a principal assistant to the RTA (in all activities of the Project);

“Strengthening the Rule of Law”

This project is funded by the European Union



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- Assisting to the RTA in organization of experts' missions, trainings, seminars, workshops, steering committee meetings, and other project events;
- Arrangement of travel, booking accommodation and organization of study visits;
- Drafting of written materials in English and Macedonian;
- Overall management of the office administration, including filing, organizing trainings, expert missions, local travels, general desk office work etc.;
- Maintenance and reconciliation of project's basic accounting records (project journal, mission certificates, financial reports), archiving of financial documentation (invoices, etc.);
- Procurement and management of office supplies;
- Organization of meetings in cooperation with partners of the Beneficiary Country and Member State Countries, preparing meeting agenda and taking minutes;
- Developing and maintaining close working contacts and relationships with Beneficiary Country and Member State Countries officials involved in each of the activities and the project management;
- Act as a translator and interpreter when needed;
- Verify accuracy and consistency of presentations and translations of technical material into Macedonian and English;
- 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;
- Office management, monitoring telephone and general correspondence;
- Keeping the internet site of the project up to date.

Interested candidates are requested to submit their CV and a letter of application in English via e-mail to the following addresses: Vineta.Krutko@tm.gov.lv by **April 19, 2017**.

Shortlisted candidates only will be invited to attend an interview. Selected candidate will sign a contract with the **Ministry of Justice of the Republic of Latvia**.

The above mentioned Twinning project is funded by the European Union and is implemented by the Ministry of Justice of the Republic of Latvia and the Ministry of Justice of the Republic of Croatia in Macedonia in cooperation with the Ministry of Justice of the Republic of Macedonia, Bureau for representation of Macedonia before European Court for Human Rights, Academy for Judges and Public Prosecutors and Bar Association in the Republic of Macedonia.

The purpose of this Twinning project is to support the justice sector institutions in consolidation of the rule of law by strengthening their capacities and by assisting in alignment of national law with EU *acquis* and key human rights instruments of the Council of Europe.