



Job Advertisement

for RTA Twinning Project Assistant

EU funded Twinning Project:

Further improvement of administrative capacities and external audit efficiency of State Audit Office

Twining Number: **MK 13 IPA FI 01 17 R**

is seeking to recruit Assistant to the Resident Twinning Advisor (RTA)

Duration of the contract: 18 months (indicative date for start of the assignment: March 2018)

Place of work: State Audit Office, Palata Emanuel Cuckov, Jordan Mijalkov Str., 1000 Skopje

Deadline for application: 7 March 2018



EU Twinning Project Assistant

Project Assistant to the Resident Twinning Advisor (RTA)

EU funded Twinning Project:

Further improvement of administrative capacities and external audit efficiency of State Audit Office

Twining Number: **MK 13 IPA FI 01 17 R**

Twining project **Further improvement of administrative capacities and external audit efficiency of State Audit Office** (SAO) is a joint project between Republic of Bulgaria represented by the National Audit Office and the Republic of Croatia, represented by the State Audit Office.

The purpose of the project is to contribute to the overall horizontal coordination of the modernization processes in the Public administration, to enhance public funds management and to ensure accountability and transparency in the use of public funds through improvement of the regularity (financial) and performance audit of SAO in line with International Standards of Supreme Audit Institutions (ISSAI) and SAO's Strategies. The project is also aimed at improvement of existing audit methodologies, establishing mechanism for pro-active role in understanding and discussion of audit reports by the Parliament and strengthening the institutional capacity for audit in areas of IT and communications.

Duration of the contract: 18 months (indicative date for start of the assignment: March 2018)

Place of work: State Audit Office, Palata Emanuel Cuckov, Jordan Mijalkov Str., 1000 Skopje

Tasks of the RTA Assistant will include:

- Act as a principal assistant to the RTA and visiting short-term experts;
- Acting as a translator and interpreter (Macedonian to English and English to Macedonian) on any issues relevant to the project;
- Assisting to the RTA with project co-ordination and management, including financial management;
- Assisting RTA in organization of experts' missions, trainings, seminars, workshops, Steering Committee Meetings, and other project events;
- Drafting written materials in relation to organization of the project in Macedonian and English;
- Overall management of the office administration, including filling, 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;
- Helping and assisting in financial management of the project;
- Drafting and editing minutes of meetings, assisting 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.

Requirements for the RTA Project Assistant:

- University degree.
- The RTA Project Assistant may not have or recently (past six months) have had any contractual relation with the beneficiary Administration.
- Excellent command of spoken and written Macedonian and English language and experience in translation and interpretation.
- Proven practical experience in management of the project office administration, Computer literacy (e.g. MS Word, Excel, PowerPoint, Internet),
- Excellent organizational, inter-personal and communication skills,
- Excellent abilities in drafting documents,
- Ability to work in multicultural environment.
- He/she must be able to work fairly independently as well as part of a team

The following skills will be considered an **asset** for the RTA assistant:

- Experience in international donor funded projects, for example in EU funded projects, especially Twinning projects related to the field of auditing,
- Communication skills, especially for interaction with national and international experts,
- High level of flexibility

What will be offered?

A competitive salary for this full time position will be offered. Working in a team with national and international experts the successful candidate will have the opportunity to gain extended experiences in the field of public funds management and in the management of an international project.

Application: Electronic application and *Europass*-CV in English language should be send via e-mail to Ms. Roumiana Tchoukova: roumiana.tchoukova@dzr.mk and Ms. Vyara Angelova: v.nintcheva@bulnao.government.bg (subject: "RTA Assistant MK 13 IPA FI 01 17 R ") not later than 7 March 2018.

CV form in EU *Europass* format: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

Closing date for receipt of applications (CV and letter of application) **is 7 March 2018.**

Only shortlisted candidates will be invited to attend an interview. Indicative time for the interview will be in **8-9 of March 2018** and will take place in State Audit Office, Palata Emanuel Cuckov, Jordan Mijalkov Str., Skopje.