



TWINNING PROJECT SR 11 IB AG 01
“BUILDING CAPACITY IN THE AREAS OF FOOD SAFETY AND ANIMAL WELFARE”

Funded by the European Union

JOB ADVERTISEMENT
FOR RESIDENT TWINNING ADVISER ASSISTANT
FOR TWINNING PROJECT SR 11 IB AG 01 “BUILDING CAPACITY IN THE AREAS OF FOOD SAFETY AND ANIMAL WELFARE”

Object of the project: Twinning Project SR 11 IB AG 01 is financed by European Union and it is joint project between the administration of Lithuanian as Member State Lead Partner, Hungary as Member State Junior Partner and Serbian public sectors. The objective of the project is to improve food safety and animal welfare in the Republic of Serbia. The project is an equal opportunity employer.

Object of the advertisement: The project is seeking an Assistant to the RTA (Resident Twinning Advisor), whose activities includes assisting the RTA with co-ordination and management of the Twinning project and interpreting. The RTA assistant will be employed full time.

Duration: The duration of the contract will be from 19 of April 2014 till 19 of September 2014.

Salary: Negotiable, subject to evaluation of skills and experience.

Place of work: Ministry of Agriculture, Forestry and Water Management (MAFWM), Belgrade.

Extra rule: Individuals that have had any contractual relation with the Administration of Republic of Serbia or another beneficiary administration (MAFWM), within the previous six months are not eligible for this position.

The role of the RTA Assistant:

- Function as the projects communication interface with all Serbian counterparts
- Management of project office, establishment and maintenance of appropriate archives of source records to ensure adequate documentation of the project;
- Maintenance and reconciliation of project's basic accounting records (project journal, mission certificates, financial reports), archiving of financial documentation (invoices, etc.) and monitoring of expenses;
- Management of office supplies;
- Logistical organization (travel and accommodations in Serbia) of visits by foreign experts;
- Logistical organization of project-related workshops and seminars: selection of participants and issuance of invitations;
- Support to the RTA and visiting experts responsible for the Project by arranging contacts or meetings at different institutions;
- Attend meetings and take minutes;
- Interpreting meetings and other conversations from English to Serbian and vice versa;
- Verify accuracy and consistency of presentations and translations of technical material into Serbian;
- Keep the overall planning up-to-date and the Administration of the Petty cash of the project;
- Keeping the internet site of the project up to date;
- Fulfilling other tasks as assigned by the RTA.

The requirements for the RTA Assistant will be the following:

- Minimum High school education;





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- The Twinning Manual confirms that the assistant selected is not a civil servant or agent from the Beneficiary (past 6 months) nor is on leave from the Beneficiary to take up the position of the project assistant,
- Extensive experience in project implementation and management,
- Be a native speaker of the Serbian language,
- Managing the English language on translation and interpretation level on a daily basis for the RTA
- Organizational and analytical skills, initiative,
- Flexibility and maturity of judgment,
- Ability to establish and maintain effective working relations,
- Ability to operate Windows applications (MS-Word, MS-Excel and MS-Power point, etc.), Internet and e-mail,
- A motivated individual with a track record in office administration.
- Proven ability to work under pressure and prioritize

The following would be an advantage:

- University degree in relevant field
- Excellent oral and written communication skills in English,
- Common understanding on public administration and especially being familiar with the food safety and animal welfare, relevant Government policies, laws, external assistance and operational structures affecting agricultural and rural policy,
- Common understanding of EU issues and institutional structures, particularly in the field of food chain and animal welfare control.
- Experience in similar projects.

Application Procedure:

Applications should include a cover letter and Curriculum Vitae in English (CV in Europass format).

Applications should be sent no later than 19 of March 2014 at the following e-mail address: vkidulas@gmail.com - Reference: “RTA Assistant”.

