



JOB ADVERTISEMENT

Resident Twinning Adviser Assistant

“Enforcement of Intellectual Property Rights”

Twining Reference Number: SR11/IB/OT/02

A vacancy for a position as European Union Twinning Project Assistant, related to Enforcement of Intellectual Property Rights (IPR) in Serbia, is hereby announced.

If you are interested in applying for this position you should send a CV and covering letter, highlighting your strengths, to assistant.rta.serbia@gmail.com before 26th of June 2013. The recommended CV format can be found here: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>. It should be sent in Microsoft Word Format.

The overall objective of the project is to strengthen the protection and enforcement of IPR in Serbia. The project will aim to achieve this through strengthening the administrative capacity and competencies of the Serbian Market Inspectorate and other IP active branches of the Serbian administration.

1. Content of the Job

Overall purpose: To provide administrative support to the Resident Twinning Adviser (RTA) during the implementation of the Twinning Project.

Responsibilities include:

- To ensure good communication between the Twinning partners in Serbia, the EU Delegation and other IP active stakeholders in Serbia
- To ensure good communication between the Project management in the Serbian Market Inspectorate and The Danish Patent and Trademark Office (DKPTO)
- To maintain the Project accounts.
- To assist in all logistical matters related to missions in Serbia and overseas.
- To assist in all logistical matters related to planning of training, seminars and conferences.
- To participate in translation and interpretation, when required, by the RTA and/or visiting experts.
- To prepare Expert Mission Certificates and monthly Mission overviews.
- Advise Experts on invoice preparation.
- Ensure Project documents are correctly signed.
- Provide ad hoc support to the RTA in all administrative and logistical matters.

2. Requirements

Education: Bachelor's Degree or equivalent academic degree in economics, law, international trade or a discipline related to the project, or equivalent proven practical experience.

Key competencies:

- Certified proficiency in English including excellent writing skills.
- Excellent computer skills (MS Office, Word, Access, Excel, Power Point).
- Comprehensive experience with project administration.
- Knowledge of, and flair for, book keeping and financial project administration.
- Deep understanding of the context of Serbian government structures and political environment.
- Experience in working with the Serbian Public Administration.
- Good communication and presentation skills.
- An open, easy going and service oriented nature.
- Experience with working in a multi cultural environment.
- Knowledge of the Twinning instrument would be an advantage.
- Knowledge of administration of EU projects and programmes would be an advantage.

Qualifications and skills:

- Bachelor's Degree or equivalent in economics, law, international trade or a discipline related to the issues covered in the project.
- Excellent verbal and written command of English and Serbian.
- Proven organisational, communication, mobilisation and change management skills.
- Well-documented ability to achieve results.

Specific professional experience:

- Proven knowledge of European Union project management procedures and financial regulations, preferably through management and participation in EC-funded technical assistance projects.
- Proven experience in supporting programme management – preferably EC-funded projects.
- Experience in writing reports and developing presentations; ITC literacy required.

3. The work conditions

Place of work: The RTA-Assistant will work at the Market Inspectorate in Belgrade, Serbia. The RTA-Assistant will report to the RTA, an employee of the Danish Patent and Trademark office.

Contractual nature of the job: The RTA-Assistant will be employed as an independent consultant under a Service Contract signed by the Danish Patent and Trademark Office. This implies that the RTA-Assistant will be self-employed and undertake full responsibility for the payment of all taxes and obligations deriving from the legislation in force in Serbia, including for those related to medical and social insurance.

Duration of the employment: The contract will last 24 months and it is a full time position. The starting date is dependent on European Union approval of the Twinning Project and is expected to be no later than 1st January 2014.

If you have any questions you can contact RTA Mr. Michael Poulsen, Danish Patent and Trademark Office, e-mail: assistant.rta.serbia@gmail.com Interviews will be conducted with a short listing of at least 3 candidates between 1st and 5th of July 2013. Only candidates relevant for interview will be contacted.

More information on the Danish Patent and Trademark Office can be obtained here: <http://www.dkpto.org/>