



**VACANCY NOTICE RTA ASSISTANT
REF. N. RTA/A/1**



**TWINNING PROJECT BETWEEN
MACEDONIA AND ITALY
MK 2009/IB/AG 02: “ORGANIC AGRICULTURE PRODUCTION AND QUALITY
PROTECTION OF AGRICULTURE PRODUCTS”**



Financed by the European Union - Instrument for Pre-Accession Assistance (IPA)

**Job Vacancy Announcement for:
“Resident Twinning Adviser” (RTA) Assistant**

Post reference number:	RTA/A/1
Place of work:	Ministry of Agriculture, Forestry and Water Economy (MAFWE), Skopje
Estimated starting date:	end of April 2013
Period of employment:	13 months (full time)
Closing date for applications	17 th April 2013 (24:00 Rome time, GMT+1)





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1. BACKGROUND

The Twinning project “Organic Agriculture Production and Quality Protection of Agriculture products” is focuses on supporting the Macedonian Ministry of Agriculture, Forestry and Water Economy (MAFWE) in strengthening the national and regional capabilities that are required to tackle the priorities for EU accession and market-orientated reforms and development of the sector in the area of organic agricultural production and national quality protection policy in accordance with the EU legislation.

For more information about Twinning instrument and Twinning Manual 2009 refer to webpage: http://ec.europa.eu/enlargement/tenders/twinning/index_en.htm

2. DUTIES

RTA Assistant role: administrative and accounting assistance to the “Resident Twinning Adviser” during the whole duration of the Twinning Project and, in particular, support the effective delivery of the Twinning Contract mandatory results, ensuring a good flow of communications and coordinating the different Twinning partners.

Administrative support on a daily basis to the Member States experts involved for short-term working missions to Skopje within the Project’s framework.

Reporting to the twinning contract, the RTA Assistant shall be responsible for:

- Administrative support to the RTA during implementation of the project: general tasks of office management;
- Support for the preparation and delivery of working activities as foreseen in the Twinning Contract, including organization of training sessions, conferences, experts missions, etc. and in related administrative tasks;
- Travel arrangements and arrange meetings for the RTA, for the Medium Term Expert, for the Short-Term Experts and other foreign specialists involved in the project;
- Preparation of the required documentation for experts missions: Terms of Reference, Mission Certificates, Side Letters, record keeping and monthly travel for Project Leaders including the RTA Expenses and Implementation expenses;
- Preparation of Twinning Claims and IT based budgetary control and quarterly financial reports;
- Providing IT, logistics and administrative support to training sessions, workshops, seminars and events in general;
- Drafting and editing documents relevant to the project in Macedonian and English;





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- Taking minutes of meetings, preparing notes and summary records;
- Support to the RTA in his liaison with Delegation of the European Union to Skopje and Macedonian Institutions at the national and local level;
- Other duties and *ad hoc* support to the RTA in Macedonia, including advice and guidance on local issues and translator and interpreter when needed.

2. QUALIFICATIONS AND EXPERIENCE REQUIRED

The ideal candidate will be hard working individual with excellent written and oral communication skills and the ability to work closely with the RTA and team of experts.

To be eligible, an applicant must have:

- University degree or equivalent qualification in Public Administration, Management or any other discipline relevant for the position;
- Experience in accounting and managing;
- Excellent drafting abilities;
- Capacity to maintain effective document and record management;
- Organizational capacities;
- Fluency in both written and spoken Macedonian and English languages;
- Good computer skills, including MS applications (Word, Excel, Outlook and Power Point);

Besides the following attributes would be an asset

- Knowledge of Italian language;
- Experience as RTA Assistant in Twinning projects or experience with the implementation of projects funded by the EU;
- Experience from the work in an international environment;
- Knowledge of and/or experience in the Macedonian Public Administration.
- Knowledge of EU policies and institutions.

Personal qualities:

Attributes especially important to this post include:

- Strong sense of initiative and responsibility;
- Excellent communication and interpersonal skills;
- Excellent team working abilities is essential together with an innate diplomacy;
- Ability to cooperate smoothly in the multicultural environment.





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3. CONDITIONS OF EMPLOYMENT

Successful applicant will be an independent consultant, on the basis of the standard IPA- contracts for services. The RTA Assistant will be self-employed and will undertake full responsibility for the payment of all taxes and obligations deriving from the legislation in force, including for those related to medical and social insurance.

The assignment is full time; the RTA Assistant contract will run from the date of the signature throughout the period of implementation of the Twinning Contract. The Twinning project end is estimated in May 2014.

The remuneration consists of € 1.000,00 per month and the contract will be signed for a period of 13 months with a probationary period of 1 month.

NOTE: Twinning Manual foresees that the chosen assistant is not a civil servant or agent of the beneficiary (past 6 months) nor is on leave from the beneficiary to take up the position of the project assistant.

3. APPLICATION AND SELECTION PROCEDURES

Qualified candidates are kindly asked to send their applications, duly completed in English, for the above mentioned position not later than **17th April 2013 (24:00 Rome time, GMT+1)** to the Italian Ministry of Agricultural, Food and Forestry Policies

E-mail addresses: l.gangheri@mpaaf.gov.it
g.giorgi@mpaaf.gov.it

with this specification on the subject: "SURNAME"_REF: RTA/A/1

Your application in English language must include:

- letter of intention, signed by the applicant, explaining the compliance with the eligibility criteria for the specification post;
- CV (Europass format*) with detailed description of professional experience and education (with exact dates);
- copies of supporting documents (University degree, reference letters and certificates in the original language and, if available, in English).

All documents has to send only one time in PDF format. Incomplete applications or sent to the mentioned email address after the above deadline will be disqualified and treated as non eligible.

Only applicants selected for the interview will be notified. Short-listed candidates will be invited for an interview in Skopje sometime during end of April 2013.





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Please note that applications will not returned to applicants.

**CV form in EU format is available at:*

<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

