



EU co-financed Twinning Project under the IPA Programme 2012

“Strengthening Law Enforcement”

is seeking to recruit:

RTA (Resident Twinning Advisor) assistant

Duration: 24 months (indicative date: from April 2015 until March 2017)

Position is based in: Sarajevo

Tasks of the RTA assistant:

- Act as a principal assistant to the RTA and visiting short term experts;
- Assisting to the RTA with project co-ordination and management;
- Assisting to the RTA in organization of experts’ missions, trainings, seminars, workshops, steering committee meetings, and other project events;
- Drafting of written materials with relation to the project in **Bosnian** and English;
- Overall management of the office administration, including filling (filling of all data available for each single activity including presentations, translations, templates, time sheets etc.), 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;
- Handling of budget accounting;
- Act as a translator and interpreter when needed;
- 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
- Arrangement of travel, booking accommodation and study visit;
- Office management, monitoring telephone and general correspondence
- Act as a language assistant to the RTA and visiting short term experts;
- Translation of written materials with relation to the project in **Bosnian** and English;
- Interpretation during missions; meetings, workshops, seminars, trainings and other project events;
- Developing and maintaining close working contacts and relationships with Beneficiary Country officials involved in each of the activities and the project management;
- Performing all other duties assigned

Requirements for the RTA assistant:

- The RTA assistant and RTA language assistant may not have or recently (past six months) have had any contractual relation with the beneficiary administration
- Excellent command of spoken and written English language
- Computer literacy (e.g. Word, Excel, PowerPoint, Internet)
- University degree

Assets for the RTA assistant:

- Experience from previous Twinning projects
- Communication skills – especially for interaction with national and international experts
- The RTA language assistant - knowledge of the German language
- High level of flexibility
- Teamplayer

The above mentioned Twinning project is a joint project between Austria, Croatia and Slovenia represented by the Agency for European Integration and Economic Development and Bosnia and Herzegovina, represented by the Ministry of Security. The main objective of the project is the Strengthening Law Enforcement.

The Consortium is an equal opportunity employer and all qualified candidates are encouraged to apply. Interested candidates are requested to submit their CV and a letter of application in English via e-mail to the following address: friedrich.hofbauer@bmi.gv.at by **18th March 2015**.

Only short-listed candidates will be invited for an interview.

For any further information please contact Friedrich Hofbauer at:
friedrich.hofbauer@bmi.gv.at