



Job Advertisement for Assistant to the RTA

**The European Union funded
Twinning Project “Further strengthening the capacities for effective implementation
of the acquis in the field of industrial pollution”
Ref. MK 20 IPA EN 02 22
is seeking to recruit an**

**Assistant to the Resident Twinning Adviser
(RTA Assistant)**

The Twinning Project “Further strengthening the capacities for effective implementation of the acquis in the field of industrial pollution” is a joint project between the Republic of North Macedonia, represented by the Ministry of Environment and Physical Planning and the Republic of Greece, represented by the Centre of International and European Economic Law (CIEEL).

The overall objective of the project is to further strengthening the capacities for effective implementation of the acquis in the field of industrial pollution in Republic of North Macedonia.

The project is seeking an Assistant to the Resident Twinning Adviser (RTA Assistant), whose activities include assisting the RTA with co-ordination and management of the Twinning project. The project started on the 1st of March 2023 and the duration is 20 months.

Starting date (indicative): 1 April 2023

The RTA Assistant will be hired full time on a contract and stationed in Skopje. The RTA Assistant shall not have been in any contractual relation with the public sector in the Beneficiary Country, North Macedonia, during at least the 6 months preceding their hiring.

The tasks of the RTA Assistant include:

- Act as a principal assistant to the RTA and visiting short term experts;
- Assisting to the RTA in organization of experts’ missions, trainings, seminars, workshops, steering committee meetings, and other project events;
- Drafting of written materials in Macedonian/Albanian and English;
- Overall management of the office administration, including filing, organizing trainings, expert missions, local travels, general desk office work etc.;



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- 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 organisation of study visits;
- Office management, monitoring telephone and general correspondence.

Requirements for the candidates:

The RTA Assistant will be recruited in accordance with the following selection criteria:

Required skills and experience:

- Excellent command of spoken and written Macedonian and English language;
- Knowledge of Albanian language is an asset;
- University degree;
- Budget management skills;
- Previous experience in office management;
- Excellent organisational skills;
- Advanced usage of computer and office software packages (MS Word, Excel, etc);
- Previous working experience in IPA twinning projects or other EU funded projects is an asset;
- Knowledge of Environmental legislation terminology is an asset.

Candidates should send a copy of their CV (in Euro pass format) with a cover letter in English, by e-mail to eu.twinning.ied@gmail.com marked “RTA Assistant” **by ?? March 2023**. Short listed candidates will be invited for an interview in the period from ??-?? March 2023.

The following documents should be annexed in scanned versions to the application:

- Certificate on educational qualification;
- Certificate of language knowledge (if it is available);
- References from previous employer(s) if it is available.



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