



Job Advertisement for RTA Assistant

EU funded Twinning Project under the Transition Facility Programme

“Further development of internal control system and work methodology” (CRO INTERCON)

Twinning Number: HR 14 IPA FI 04 16

Is seeking to recruit Assistant to the Resident Twinning Advisor (RTA)

Duration of the contract: 12 months (indicative date: from January 2017 until January 2018)

Position is based in: Ministry of Finance, Central Harmonization Unit
Veslačka 2-4, 10 000 Zagreb, Republic of Croatia

Gross monthly salary: 1.800,00 EUR fixed term contract
The RTA Assistant will be employed full time.

Tasks of the RTA Assistant:

The RTA assistant will assist the RTA and the experts' team on-daily basis on administrative and organizational issues of the Twinning Project. The Assistant will work under the direct supervision of the RTA and pass all documentation to her approval.

The Assistant's responsibilities will include also, but will not be limited to the following tasks:

- Acting as a principal assistant to the RTA and visiting short-term experts (in all activities of the Project);
- Assisting to the RTA with project co-ordination and management, including the financial management;
- Assisting RTA in organization of experts' missions, trainings, round table discussions, conferences, Steering Committee meetings, and other project events;
- Drafting of written materials in relation to organization of the project in Croatian and English;
- Overall management of the office administration, including filling, organizing trainings, expert missions, local travels, general desk office work, etc.;
- Organization of meetings in cooperation with partners of the Beneficiary Country and the Member States, preparing meeting agenda and taking minutes of meetings;
- Assisting RTA in drafting and editing monthly, quarterly and final project reports and any other relevant documents;

- Developing and maintaining relationships and dialogue with the Beneficiary Country and Member State Country's officials involved in each of the activities and the project management;
- Arrangement of travel, booking accommodation and organisation of study visit;
- Assisting in financial management of the project and handling of budget accounting;
- Editing, compilation and formatting of Twinning Project documentation (reports, letters, brochures, booklets etc.). Translation of written materials in English and Croatian;
- Acting as a translator and interpreter (Croatian to English and English to Croatian) on any issues relevant to the project , when needed;
- Verify accuracy and consistency of presentations and translations of technical materials into Croatian and English;
- Assisting in preparation of procurement documents for local tenders or market research procedures;
- Executing job duties in a good quality and in time.

Requirements for the RTA Assistant

- University level education;
- The RTA Assistant may not have or recently (past six months) have had any contractual relation with the Beneficiary administration;
- Excellent command of spoken and written Croatian and English language and experience in translation and interpretation;
- Proven practical experience in management of the project office administration;
- Computer literacy (e.g. MS Word, Excel, Power Point, Internet, etc.);
- Excellent organisational, inter-personal and communication skills;
- Excellent abilities in drafting documents;
- Ability to work in multicultural environment;
- High level of flexibility;
- Able to work fairly independently as well as part of a team and to be initiative and flexible;
- Understanding of sound financial management.

The following experience and skills will be considered as an asset for the RTA assistant:

- Experience in EU funded projects, especially as RTA assistant in previous Twinning projects;
- Working Experience in Public administration of Croatia;
- Experience and knowledge in the field of internal control system and/or financial management.

Interested candidates are requested to submit their CV and a letter of application in English via e-mail to Ms Jūlija Adamoviča to the following address: julija.adamovica@fm.gov.lv indicating in the subject "RTA Assistant" **by 30 November 2016.**

Only shortlisted candidates will be invited to attend an interview: The interview will take place in December 2016 at the premises of Ministry of Finance, Zagreb, Republic of Croatia.

For any further information please contact Ms. Jūlija Adamoviča at: julija.adamovica@fm.gov.lv

The abovementioned Twinning Project is a joint project between the Republic of Latvia represented by the Ministry of Finance, Kingdom of the Netherlands represented by National Academy for Finance and Economics and Republic of Croatia represented by Ministry of Finance, Central Harmonization Unit.

The main objective of the project is to further develop the internal control system in the Republic of Croatia through improvement of work methodology with particular emphasis on practical usage in public sector entities and to promote good practices of implementation of internal control system.