



EU funded Twinning Project under the IPA Programme 2013

“Strengthening capacities of the Ministry of the Interior to implement the automated exchange of DNA and dactyloscopic data” (CRO DNA/DKT)

Contract Number: 2013-03-24-010101
Twinning number: HR 13 IPA JH 02 16

Is seeking to recruit Resident Twinning Advisor (RTA) Assistant

Indicative start date: October 2017

Work place is based in Zagreb, in Ministry of the Interior of the Republic of Croatia, General Police Directorate

Gross monthly salary: 1.800 EUR

Contract type: fixed term service contract

The RTA Assistant will report directly and will be supervised by the RTA.

1. RTA assistant

Tasks:

- Act as a principal assistant to the RTA, visiting Project Leader and Short Term experts;
- Assisting the RTA with project co-ordination and management;
- Assisting the RTA in organization of experts’ missions, meetings, trainings, seminars, workshops, steering committee meetings, and other project events;
- Overall management of the office administration, including filing, general desk office work, monitoring telephone and general correspondence, etc.;
- Drafting and editing of minutes of meetings, assisting the RTA in drafting and editing monthly, quarterly and final project reports and any other relevant documents;
- Developing and maintaining close working contacts and relationships with Lithuanian and Croatian officials involved in each of the activities and the project management;
- Assisting and organizing translations (ENG-HR; HR-ENG) when needed;
- Acting as interpreter (ENG-HR; HR-ENG) for the needs of Project implementation;
- Arrangement of travel, booking accommodation and study visits.

Requirements for candidates:

- University degree;
- The RTA Assistant may not have or recently (past six months) have had any contractual relation with the beneficiary administration, namely the Ministry of the Interior (MoI) of the Republic of Croatia;
- Excellent command of spoken and written English and Croatian;
- Computer literacy (e.g. Word, Excel, PowerPoint, Internet);
- the RTA Assistant must be able to work fairly independently as well as part of a team and be initiative and flexible;
- Excellent organizational and communication skills;
- Some understanding of financial management;
- Excellent abilities in drafting documents.

The following skills will be considered an asset for the candidates:

- Experience in EU funded projects, especially as RTA Assistant on a Twinning project;
- Experience in working in the field of justice and home affairs;
- Understanding the Project fiche and Prüm Decisions;
- Experience of working in an international environment.

Interested candidates are requested to submit their (1) **CV** and a (2) **letter of application (motivation) in English** via e-mail to the following address: RTA Mr. Giedrius Birmontas giedrius.birmontas@policija.lt and Ms. Ugnė Chmeliauskaitė u.chmeliauskaite@cpva.lt by **20th September 2017**. **Only shortlisted candidates will be invited to attend a pre-selection interview**. Interviews are scheduled to be held **in the first week of October 2017** in the premises of the Ministry of the Interior, General Police Directorate, Ilica 335, Zagreb, Croatia. For any further information please contact RTA Mr. Giedrius Birmontas by e-mail giedrius.birmontas@policija.lt and Ms. Ugnė Chmeliauskaitė by e-mail u.chmeliauskaite@cpva.lt.

The above-mentioned Twinning project is a joint project between **Lithuania**, represented by the Lithuanian Police Forensic Science Centre, and **Croatia**, represented by the Ministry of the Interior of the Republic of Croatia. The project implementation will last 12 months.

The purpose of the project - Procedures for the automated exchange of DNA and dactyloscopic data developed and forensic science experts trained in order to establish preconditions for implementation of Prüm Decisions.