



EU funded Twinning Project under the IPA Programme 2012

“Strengthening integrity of public sector” (CRO INTEGRITY)

Contract Number: 2012-04-40-010201

Twining Number: HR 12 IB OT 01

is seeking to recruit:

1. Assistant to the RTA (Resident Twinning Adviser)

Duration: 1,5 months (from 19 March 2018 to 4 May 2018)

Position is based in: Ministry of Public Administration (MoPA) in Zagreb

Gross monthly salary: 1.800,00 EUR fixed term contract

1. Assistant to the RTA (Resident Twinning Adviser)

Job description:

- Assisting RTA in organization of experts' missions, trainings, seminars, workshops, steering committee meetings, and other project events, as well as providing assistance to RTA in logistics related to relocation and project finalization;
- Drafting of written materials with relation to the project final event in Croatian and English;
- Overall management of the office administration, including filing, organizing trainings, expert missions, local travels, general desk office work etc.;
- Organization of meetings in cooperation with Beneficiary Country partners,
- 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;
- Developing and maintaining close working contacts and relationships with Beneficiary Country officials involved in each of the activities;
- Office management and general correspondence;
- Replace and supplement translator/interpreter when needed;
- Perform other tasks assigned by the RTA.

Requirements for the candidates:

- Relevant university degree;
- Excellent command of spoken and written Croatian and English language;
- The RTA assistant may not have or recently (past six months) have had any contractual relation with the beneficiary administration;
- Computer literacy (MS Office programmes, e-mail, Internet);
- Capability to work under pressure and heavy work load;
- Capability for both independent and team work.

Assets:

- Previous experience in donor funded projects;
- Previous experience in EU and especially Twinning project(s);



- Proven knowledge of Croatian public administration.

Interested candidates are requested to submit their CV (Europass format) and a letter of application in English via e-mail to the following address: tarja.jokinen@haus.fi, cc: ulla.jarvela-seppinen@uprava.hr by **9 March, 2018**.

Applications received after the closing deadline or submitted in other languages than in English may not be considered.

Only shortlisted candidates will be invited to attend an interview. The interview will take place in the Ministry of Public Administration 13.-14.3.2018. Selected candidate will sign a contract with HAUS Finnish Institute of Public Management Ltd (Finland). For any further information please contact: tarja.jokinen@haus.fi.

The above mentioned Twinning project is funded by the European Union and implemented by Finland represented by HAUS Finnish Institute of Public Management Ltd as the Lead Member State Partner, French National School of Administration (ENA) as a Junior Member State Partner and the Ministry of Public Administration of the Republic of Croatia.

The purpose of this project is to support setup of sustainable and efficient ethical infrastructure in public administration on all levels (national, regional and local) and to improve public awareness of citizens in relation to ethical principles of public sector.