



Resident Twinning Advisor Assistant

The Chemicals Regulation Directorate (CRD) are working with the Ministry of Agriculture, Fisheries and Rural Development (MAFRD) in Zagreb as part of a European funded Twinning project. The main aim of the project is further capacity building in the area of Plant Protection Products and Pesticide Residues of the Croatian Plant Health Service.

The project concentrates on the field of Plant Protection Products [PPPs] in accordance with the Council Directive 91/414/EEC and new replacement legislation, in order to contribute to the process of preparing Croatia for accession to the European Union.

A Resident Twinning Advisor from CRD will be based in Zagreb for a period of 15 months to ensure the management and implementation of the project and liaise closely with Croatian counterparts.

We offer you the possibility to become an assistant to the Resident Twinning Advisor for the successful running of this 15 month project.

About the role:

- To act as interpreter and translator for the Resident Twinning Advisor (Croatian to English and English to Croatian) on any issues relevant to the project where separate arrangements for commercial translation or interpretation have not been made;
- To support the RTA in other aspects of his daily work including assistance in the following tasks:
 - organising meetings, seminars and workshops, and creation of working materials for such events (e.g. slides, handouts);
 - attending meetings, training workshops and other project related-events and producing minutes;
 - preparing financial information and maintaining contact with the CFCA financial manager for the Project;
 - drafting and editing the monthly, quarterly and final project reports and any other relevant documents;
 - office management and general clerical work (e.g. answering phone calls, filing, photocopying, sending and receiving emails/faxes);
 - identifying, contracting and monitoring commercial translation and interpretation services;
- To develop and maintain close working contacts and relations with Croatian officials involved in the project and with the Commission;
- To assist the RTA and visiting officials from the UK with arrangements for travel, accommodation and any other issues arising from residence and work in Croatia.

Skills and experience:

The RTA assistant will be of Croatian nationality and have an excellent command of spoken and written English and Croatian. The assistant should also have the following skills:

- Excellent organisational and communication skills;
- Be computer literate (e.g. Word, Excel, Powerpoint);
- Be able to work effectively both independently and as part of a team;
- Preferably have some understanding of financial management;
- Preferably have a scientific educational background and/or scientific work experience;
- Experience of working in Twinning or similar projects would be an advantage.

About CRD:

CRD is an Executive Agency for the Health and Safety Executive and is based in York and Bootle (United Kingdom).

CRD's principal functions are to evaluate and process applications for approval of plant protection products for use in Great Britain, to act as a rapporteur in European PPPs, and to provide advice to UK Government on pesticides policy.

**Position is based in Zagreb and reports to the Resident Twinning Advisor.
Salary in the range of 1,500 euros to 1,800 euros per month depending on experience.
The proposed start date is January 2010.**

Application is by means of submission of a covering letter and CV (in English). Please email all applications to the following addresses: vlado.novakovic@mps.hr and Nicola.snowden@hse.gsi.gov.uk
For any further information please contact vlado.novakovic@mps.hr

