

# New vacancy in the EU-funded Twinning project number MN 16 IPA HE 01 20: Resident Twinning Adviser (RTA) Assistant

EU project positions

The European Union Twinning project “**Support to the Agency for Medicines and Medical Devices of Montenegro (CALIMS)**” is seeking to recruit Resident Twinning Advisor (RTA) Assistant **for the period from 1 February 2021 to 28 July 2022.**

Work place is based in the Institute for Medicines and Medical Devices (CINMED), Bulevar Ivana Crnojevića, 64A, 81000 Podgorica, Montenegro (previously: Agency for Medicines and Medical Devices of Montenegro (CALIMS))

Maximum gross salary: 1.300,00 EUR

Contract type: fixed term service contract.

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

## 1. RTA assistant

### Tasks:

- day-to-day assistance to the RTA;
- office management, execution of general administrative tasks necessary for the implementation of the project, project management and monitoring of the progress of project activities;
- developing and maintaining close contacts and working relationships with beneficiary institution, counterparts, Directorate for Finance and Contracting of the EU Assistance Funds (CFCU) within Montenegrin Ministry of Finance and other relevant beneficiary country actors as well as Croatian partner institutions;
- organizing the exchange of information between project participants;
- organizing meetings, seminars and workshops in cooperation with the partners, including quarterly Steering Committee Meetings, preparing agenda for the meetings;
- writing and editing minutes of the meetings;
- assistance in writing and editing rolling work plans, project reports and any other relevant project documents in English and Montenegrin; budget accounting;
- organizing visibility events, assistance in the preparation of the necessary documents (invitation, agenda) and promotional materials;
- acting as an interpreter for the purpose of the project (e.g. meetings, workshops, visibility events) and providing translation and interpretation services for the RTA and for short-term experts during their missions;
- translating and editing of all documents relating to project activities (legislation, mission reports, correspondence, presentations by short-term experts, etc.) from English to Montenegrin and vice versa;
- processing of telephone correspondence and general correspondence;
- helping in organization of study visits to Croatia;

- if determined necessary, accompanying, interpreting and assistance to the beneficiary country participants during study visit to Croatia;
- assistance to the short-term experts during their missions, helping with all the office work, preparation of the project documentation (work orders/terms of reference);
- organization of trips.

**Requirements for the RTA assistant:**

- University degree;
- The RTA assistant may not have or recently (past six months) have had any contractual relation with the Beneficiary Country public sector during at least the 6 months preceding their hiring
- Excellent command of spoken and written English and Montenegrin language;
- Computer literacy (e.g. Word, Excel, PowerPoint, Internet);
- the RTA assistant must be able to work independently as well as to be a team player, have initiative and flexibility;
- Excellent organizational and communication skills;
- Understanding of financial management;
- Excellent abilities in drafting documents.

**The following skills will be considered as an asset for RTA assistant:**

- Experience in EU funded projects, especially as RTA Assistant in a former Twinning project;
- Knowledge of Montenegrin's system in the area of the project (the field of registration, marketing and consumption of medicines and medical devices in Montenegro);
- Experience of working in an international environment.

Interested candidates are requested to submit their **CV** and a **letter of application (motivation) in English** via e-mail to the following addresses: RTA Ms Lina Čačić [lina.cacic@halmed.hr](mailto:lina.cacic@halmed.hr) and [twinning@safu.hr](mailto:twinning@safu.hr) by **31 December 2020 at 23:59h** local time. **Only shortlisted candidates will be invited for an interview.** Interviews will be held on line (remotely). For any further information please contact the abovementioned e-mail addresses.

The above-mentioned Twinning project is an EU funded joint project implemented by **Republic of Croatia** represented by the Agency for Medicinal Products and Medical Devices. The project implementation will last 18 months.

**The purpose of the project** is to enhance and consolidate the institutional and operational capacities of the Agency for Medicines and Medical Devices of Montenegro (CALIMS) to perform its statutory duties and contribute to the health care system improvement and patients' protection, by ensuring compliance with the EU standards, guidelines and good practices relevant to Chapter 1 of the Union acquis – 'Free Movement of Goods' concerning registration, marketing and consumption of medicines and medical devices.

**The selected person will be a self-employed independent consultant under a Service Contract and will undertake full responsibility for the payment of all taxes and obligations deriving from the legislation in force in the Montenegro, including for those related to medical and social insurance. The RTA Assistant will carry his/her duties and tasks on the base of contract concluded with the Croatian Central Finance and Contracting Agency.**