



EU co-financed Twinning Project under the IPA Programme 2009

“Capacity building for implementation Directive on pollution caused by certain dangerous substances discharged into the aquatic environment and the Water Framework Directive”

is seeking to recruit an:

Assistant to the Resident Twinning Advisor - RTA

Duration: 12 months. - Estimated starting date: April 2012

Position is based in: Ministry of Agriculture, Water Policy Department, Zagreb.

Gross monthly salary: fixed term contract based on a service contract, payments will be made on presentation of authorised monthly bills (1800 €/month including taxes).

Tasks of the RTA assistant:

Under the management of the Resident Twinning Adviser (RTA):

- Assisting the RTA with project co-ordination and management;
- Acting as interpreter and translator (Croatian to English and English to Croatian) on any issues relevant to the project.
In particular, assisting the RTA in coordination with the RTA Language Assistant for :
 - Interpreting in meetings and other oral conversations,
 - Translating documents, regulations, training materials, information materials and other written materials,
 - Drafting of written materials with relation to the project in English and Croatian and translating whenever needed;
- Assisting the RTA in organization of French and Austrian experts' missions, trainings, seminars, workshops, project meetings, steering committee meetings, and other project events;
- Assisting in arrangement of travel, booking accommodation needed for specialists and staff involved in the project in Croatia and in study visit in France and Austria;
- Office management, monitoring telephone and general correspondence. In particular :
 - secretariat service such as production of documents (letters, reports and others), record keeping, correspondence (written, phone, emails/faxes);
 - general administrative assistance and support in matters related to language or other problems arising from being and working in a foreign country;
 - Updating time schedules, checking the availability of services and experts, elaborating programs;
 - Creating working materials such as slides, handouts;
 - Assisting in the preparation of administrative and financial information (timesheets, mission certificates, side letters, etc);
 - Drafting and editing documents such as minutes of meetings, assisting RTA in drafting and editing Terms of Reference of missions, progress reports of the project and any other relevant documents.

Possibilities of providing services from French and/or German to Croatian (in interpretation,

translation or drafting documents) and vice versa would be a plus.

Occasional participation to overnight missions and field trip foreseen.

Requirements:

- The RTA assistant may not have or recently (past six months) have had any contractual relation with the beneficiary administration (Ministry of Agriculture, former Ministry of Regional Development, Forestry and Water Management, Croatian Waters).
- The RTA assistant has a university degree in language study, an excellent communication of spoken and written English and Croatian.
- The RTA Assistant should also have the following skills:
 - Excellent organizational skills;
 - Be computer literate (e.g. Word, Excel, Powerpoint);
 - Be able to work effectively both independently and as part of a team;
 - Reactivity to accounting constraints and Project administrative functioning;
 - Highly motivated and results oriented with the ability to plan ahead.

Assets:

- Command of French and/or German;
- Work experience of Twinning or similar projects.

Interested candidates are requested to submit their CV and a letter of application in English via e-mail to the following addresses: p.chantrel@oieau.fr; p.henry-de-villeneuve@oieau.fr; CC: a.valenzisi@oieau.fr; by 30 March 2012.

Shortlisted candidates only will be invited to attend an interview.

For any further information please contact Pierre Chantrel RTA : p.chantrel@oieau.fr

The abovementioned Twinning project is a joint project between France and Austria, represented by the International Office for Water and Croatia, represented by the Ministry of Agriculture, Water Policy Department. The main objective of the project is to contribute to the harmonization and implementation of the EU water related acquis communautaire, in strengthening of the Croatian water administration capacity for the implementation of the EU Directive 2006/11/EC and the Water Framework Directive.