



EU co-financed Twinning Project under the IPA Programme 2009

“Strengthening the capacities for control of transboundary movement of waste”

is seeking to recruit:

Assistant to the Resident Twinning Advisor - RTA  
(RTA assistant)

Duration: 21 months (indicative start date May 2012)

Position is based in: Ministry of Environmental and Nature Protection, Zagreb

Gross monthly salary: 1.800,00 EUR fixed term contract

Tasks of the RTA assistant:

- Assisting to the RTA with project co-ordination and management;
- Assisting the RTA in organization of experts' missions, trainings, seminars, workshops, steering committee meetings, and other project events;
- Drafting and editing minutes of meetings, assisting the RTA in drafting and editing monthly, quarterly and final project reports and any other relevant documents;
- Arrangement of travel, booking accommodation and study visit;
- Office management, monitoring telephone and general correspondence;
- Preparing financial information;
- Developing and maintenance of close working contacts and relations with all the stakeholders of the project;
- Support in assessing the current situation regarding enforcement of the provisions of national and international regulations regarding trans-boundary movement of waste;
- Acting as interpreter and translator (Croatian to English and English to Croatian) on any issues relevant to the project, especially during seminars and workshops in and outside of Zagreb

Requirements for the candidates:

- The RTA assistant may not have or recently (past six months) have had any contractual relation with the beneficiary administration
- Excellent command of spoken and written English language
- Computer literacy (e.g. Word, Excel, PowerPoint, Internet)
- Excellent organizational and communication skills
- Some understanding of financial management

- University degree / experience concerning environmental issues
- Experience in working with Croatian public administration in Twinning or Technical Assistance projects

Interested candidates are requested to submit their CV and a letter of application in English via e-mail to the following addresses: [Gernot.Lorenz@hotmail.com](mailto:Gernot.Lorenz@hotmail.com), [Gernot.Lorenz@lebensministerium.at](mailto:Gernot.Lorenz@lebensministerium.at), [Brigitte.Karigl@umweltbundesamt.at](mailto:Brigitte.Karigl@umweltbundesamt.at) and [anita.pokrovac.patekar@mzopu.hr](mailto:anita.pokrovac.patekar@mzopu.hr) by **March 30, 2012**.

Shortlisted candidates only will be invited to attend an interview. Interviews are scheduled to be held on **April 2 or 3, 2012** in Ministry of Environmental and Nature Protection, Vinogradska 25, 10000 Zagreb, Croatia.

For any further information please contact Mr Gernot Lorenz at [Gernot.Lorenz@lebensministerium.at](mailto:Gernot.Lorenz@lebensministerium.at) and [Gernot.Lorenz@hotmail.com](mailto:Gernot.Lorenz@hotmail.com).

The abovementioned Twinning project is a joint project between Austria represented by Umweltbundesamt GmbH and Croatia, represented by the Ministry of Environmental and Nature Protection. The main objective of the project is the further enforcement of the provisions of national and international regulations regarding transboundary movement of waste.

The project will contribute to implementing Regulation No 1013/2006 of the European Parliament and of the Council of 14 June 2006 on shipments of waste, in order to assist the process of preparing Croatia for accession to the European Union.