



The EU funded Twinning Project under the IPA Programme 2009
EU Twinning Contract No: HR/2009/IB/FI/01 - 2009-0303-060101
“Enhancement of the administrative capacity of Croatian Tax Administration in the field of
audit”

is seeking to recruit an

Assistant to the Resident Twinning Advisor - RTA

Duration: 20 months, from June 2012 to January 2014 (indicative)

Position is based in: Ministry of Finance - Tax Administration, Avenija Dubrovnik 30, Zagreb

Gross monthly salary: 1.800,00 EUR fixed term contract

Tasks of the RTA assistant:

- Translation of project documentation from Croatian to English and English to Croatian as well as providing interpretation to the RTA and the project team on any issues relevant to the project;
- Day-to-day administrative support to the RTA in overall project management, correspondence, arranging meetings, etc;
- Support to the RTA in various technical tasks such as organization of experts' missions, trainings, seminars, workshops, steering committee meetings, and other project events;
- Office management, monitoring telephone and general correspondence
- Arrangement of travel, study visits, preparing financial information, drafting minutes etc.

Requirements for the candidates:

- Excellent command of spoken and written English language, knowledge of German is an asset;
- Experience in translation and interpretation;
- University degree preferably in Linguistics with relation to Economics, Public Administration, Law, Management or Humanities and social sciences;
- Computer literacy (e.g. Word, Excel, PowerPoint, Internet);
- Ability to deal with tact and diplomacy in an international setting;
- Excellent organizational and communication skills
- Experience on EU or other internationally funded projects (especially as RTA assistant in a former Twinning project) would be an asset;
- Knowledge of public administration issues is an asset;
- The RTA assistant may not have or recently (past six months) have had any contractual relation with the beneficiary administration.

Interested candidates are requested to submit their CV in Europass format and a letter of application (both in English) via e-mail to the following address by the **15th of May 2012**:
Stephan.Foessel@porezna-uprava.hr.

Shortlisted candidates only will be invited to attend an interview in Ministry of Finance – Tax Administration, Avenija Dubrovnik 30, Zagreb. Interviews are scheduled to be held between 22nd and 24th of May 2012 in Zagreb.

For any further information please contact: Mr. Stephan Föbel (Stephan.Foessel@porezna-uprava.hr).

The main objective of the project is the enhancement of the administrative capacity of Croatian Tax Administration in the field of audit. It will be implemented by a Twinning consortium of Germany and the United Kingdom.