**Vacancy announcement for the position: Assistant to the Resident Twinning Advisor for the EU-funded Twinning Project (Closing Date: 04/09/2020)**

The Assistant to the Resident Twinning Adviser (RTA Assistant) is sought for the **EU funded Twinning Project “**EU’s support to capacity building and gradual Union acquis alignment in the veterinary sector of Bosnia and Herzegovina***”.***

The EU Twinning Project BA 18 IPA AG 02 19 is a joint project between the following beneficiary institution:

Veterinary Office of Bosnia and Herzegovina (VOBiH), in cooperation with competent authorities of the entities and Brčko District of BiH,

and a consortium formed by:

* Austrian Agency for Health and Food Safety (AGES), Austria
* Ministry of Agriculture and Food, France
* Ministry of Agriculture, Croatia

The overall objective of this EU funded project is to support acquis alignment and building capacities of the sector stakeholders. The project will focus on the areas of Animal health, Animal welfare and Animal Waste/Animal By-Product.

**I. Key tasks of the RTA Assistant:**

* Assisting the RTA and short-term experts in the day-to-day implementation of the project;
* Providing office management including the organisation of expert missions, trainings, conferences, meetings\*, including online (e.g. “zoom”) and personnel in Sarajevo\* and study visits to Austria, France and Croatia\*
* Updating the project share point website
* Providing relevant information and documents
* Compilation of documents for project documentation, presentation and reporting
* Preparation of meeting agendas, attending meetings and drafting minutes incl. Steering Committee meetings
* To develop and maintain close working contacts and relations with officials from Beneficiary institutions in Bosnia and Herzegovina involved in each of the work groups as well as contacts to other beneficiary organisations and project co-ordinators in the Member States
* Teamwork with the translator/interpreter and if necessary providing translation and interpretation from BCS to English and vice versa; if needed, optionally, there might be also from/to German.
* Support the efficient communication between the Twinning partners and the EU Delegation to Bosnia and Herzegovina
* Drafting and editing written materials with relation to the project in BCS and English; if needed, optionally, there might be also German.

**II. Requirements for the candidates:**

* RTA Assistant engaged within the EU Twinning contract may not have or recently (at least during the 6 months preceding his/her recruitment) has had any contractual relation with none of the named beneficiary institutions.
* Valid residence and working permits
* University degree
* Excellent command of spoken and written English language
* Excellent inter-personal and communication skills
* Knowledge of animal health, animal welfare and animal waste products
* Excellent abilities in drafting documents
* Excellent computer skills (especially: MS Office, Word, Excel, Power Point)
* Experience in office management and administration
* Excellent organisational skills
* Capacity to work in a multi-cultural environment
* Ability to draft concise reports of meetings and summaries of longer papers, including economic or financial analyses, quickly and accurately
* Understand and respect all confidential classifications (both of a government or trade nature) of any government or trade documents, statements or other information he/she may be given during the exercise of his/her duties.

**The following will be considered as an asset:**

* Knowledge of German
* Experience with interpretation and translation of documents
* Organisational experience in international projects esp. in the field of veterinary issues is an advantage (EU Twinning Project and international donor funded project)

**III. The work conditions:**

* 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 Bosnia and Herzegovina, including for those related to medical and social insurance. The RTA Assistant will carry his/her duties and tasks on the base of a contract concluded withAustrian Agency for Health and Food Safety (AGES).

**Duration:** 48 months

**Working hours:** will be as those that are in force at the Beneficiary administration and served on a full-time basis, including required flexibility for in the office\* work time.

**Location:** Sarajevo

**Starting:** 15 September 2020

**Remuneration:** 1.500 Euro/month (gross value, indirect taxes not included).

**IV. Application:**

The candidates should send their CV (Europass format shall be used) with a detailed description of previous experience and education and all required documents as indicated below **in English** via e-mail to the following e-mail address: [eu4veterinary@ages.at (link sends e-mail)](mailto:twinning.agrifood@gmail.com) with the reference to “*RTA Assistant*”.

The CV format can be found at the following link:

<https://europa.eu/europass/en/create-europass-cv>

**The following documents shall be annexed in scanned versions:**

* Motivation Letter, signed by the applicant, explaining the compliance with the eligibility criteria
* Certificate of the educational qualification
* Certificate on the language knowledge (if available)

**The deadline for the application is 04/09/2020**.

**Please note: all applications received in any other language different than English will be automatically rejected.**

Short-listed candidates only will be invited for an interview in Sarajevo\* or online\*.