

REPUBLIC OF SERBIA

MINISTRY OF AGRICULTURE, FORESTRY AND WATER MANAGEMENT MINISTRY OF FINANCE

Department for Contracting and Financing of EU Funded Programmes

**EU FUNDED TWINNING PROJECT**

**“Strengthening and adaptation of administrative capacities for the introduction of the Organization of Agricultural Markets”**

**Twinning number: SR 18 IPA AG 01 21**

Is seeking to recruit **Assistant** to the Resident Twinning Advisor (RTA)

**Framework of the Job:**

The Ministry of Agriculture, Forestry and Water Management (MAFWM) and the Agency for Restructuring and Modernisation of Agriculture (ARMA) from Poland with partners from Lithuania and France intend to carry out a 24 month Twinning Project. The project is being implemented in the framework of the Instrument for Pre-Accession Assistance (IPA), a programme funded by the European Union.

The main objectives to be achieved by this project are, first of all, the growth of agricultural production and stability of producers’ incomes, as well as an increase of competitiveness while adapting to the requirements of domestic and foreign markets and the technical and technological progress of the agricultural sector.

The specific objective of the project is to strengthen the capacities of the Ministry of Agriculture, Forestry and Water Management regarding the implementation of the Common Market Organization mechanisms, in line with the EU acquis.

The Ministry of Agriculture, Forestry and Water Management will host a Resident Twinning Advisor (RTA) and a team of experts for the duration of the project.

**Status of the position:**

* Duration: 24 months (start date: May 2022)
* Contractual nature of the job: Independent consultant, on the basis of the standard IPA- ENPI contract for services. The assistant will be self employed and will undertake full responsibility for the payment of all taxes and obligations deriving from the legislation in force, including for those related to medical and social insurance. They shall not have been in any contractual relation with the Beneficiary Country public sector during at least the 6 months preceding their hiring
* Contract type: full time. Contract will run from the date of the signature of his/her contract and throughout the period of the Twinning contract.
* The RTA assistant is appointed on a probation period of 3 (three) months from the date of commencement of employment. During this period the employee’s performance, skills, behaviour, adaptability, knowledge and health will be evaluated and any shortcomings in this regard during the probation period will be sufficient reason not to extend the contract beyond the probation period.
* Place of work: MAFWM of the Republic of Serbia venue (to be confirmed)
* The RTA assistant will work under the supervision of and report to the RTA.

**Tasks of RTA Assistant:**

* Overall purpose: To give administrative, accounting support the Resident Twinning Advisor (RTA) in his implementation of the Twinning Contract and in particular to support effective delivery of the Twinning Contract, ensure good communications and co-ordination between the Twinning Partners. Give administrative support to the Experts involved in the project.
* Function as the projects communication interface with all Serbian counterparts
* To act as interpreter and translator from English to Serbian and vice versa for the Resident Twinning Advisor and short-term experts on any issues relevant to the project
* Management of project office, establishment and maintenance of appropriate archives of source records to ensure adequate documentation of the project
* Maintenance and reconcilement of project’s basic accounting records (project journal, mission certificates, financial reports), archiving of financial documentation (invoices, etc.) and monitoring of expenses
* Procurement and management of office supplies
* Logistical organization (travel and accommodations in Serbia) of visits by foreign experts
* Logistical organization of project-related workshops and seminars: selection of participants and issuance of invitations
* Support to the RTA and visiting experts responsible for the Project by arranging contacts or meetings at different institutions
* Attend meetings and take minutes
* Assist the RTA in drafting and editing the monthly, quarterly and final project reports and any other relevant documents
* Verify accuracy and consistency of presentations and translations of technical material into Serbian and English
* Keep the overall planning up-to-date and the Administration of the Petty cash of the project
* Managing the English language on translation and interpretation level on a daily basis for the RTA
* Manage internet site for project and keep information up to date

**Requirements for RTA Assistant:**

* The RTA assistant may not have or recently (past six months) have had any contractual relation with the beneficiary administration, namely the Ministry of Agriculture, Forestry and Water Management (MAFWM) of the Republic of Serbia;
* University degree in a relevant field
* Extensive experience in project implementation and management,
* A minimum of four years of professional experience,
* Be a native speaker of the Serbian language,
* Excellent oral and written communication skills in English and Serbian
* Organizational and analytical skills, initiative,
* Flexibility and maturity of judgment,
* Ability to establish and maintain effective working relations,
* Ability to operate Windows applications (MS-Word, MS-Excel and MS-Power point, etc.), Internet and e-mail,
* A motivated individual with a track record in office administration.
* Proven ability to work under pressure and be able to prioritize

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

* Knowledge on public administration and especially being familiar with the Ministry of Agriculture and Rural Development and/or Finance Ministry
* Knowledge on relevant Government policies, laws, external assistance and operational structures affecting agricultural and rural policy
* Knowledge of EU issues and institutional structures, particularly in the field of rural development.
* Experience in EU or other internationally funded projects
* Experience with set up of project internet site

**How to apply:**

The interested candidates are requested to submit their **a motivation letter and detailed Curriculum Vitae, both in English by 25th of May, 2022** via e-mail to the following addresses:

[vygantask@zum.lt](mailto:vygantask@zum.lt) (Mr. Vygantas Katkevičius Residential Twinning Adviser)

and in copy to:

dawid.ciupak@arimr.gov.pl (Mr. Dawid Ciupak Project Leader)

Only short-listed candidates will be notified and will be invited to attend an interview. Interviews are tentatively scheduled to take place in May in Belgrade or online by means of video conferencing.