**Assistant to the Resident Twinning Adviser (RTA Assistant) is expected to provide support to the RTA with co-ordination and management of the project, required by EU funded Twinning Project „Support to improving working conditions and preparing the Republic of Serbia to participate in EURES”, ref. SR 22 IPA SO 01 24**

**Project background**

The Twinning Project “Support to improving working conditions and preparing the Republic of Serbia to participate in EURES” is a joint project between the Republic of Serbia, represented by the Ministry of Labour, Employment, Veterans and Social Affairs (MoLEVSA), and a consortium from four EU Member States: Greece, France, Sweden, and Slovenia, led by Greece, represented by the Centre of International and European Economic Law (CIEEL).

The overall objective is to enhance improved legislative and institutional framework for a more efficient and inclusive labour system.

The specific objective is to align labour legislation with the Union acquis and establish preconditions for participation in EURES.

The expected outputs to be achieved for Component 1: Alignment of the Serbian labour legislation with the Union acquis

Result 1.1 Table of concordance of Serbian labour legislation with the Union acquis developed,

Result 1.2 Strengthened legislative and policy capacities in the field of labour,

Result 1.3 Inclusive consultative process conducted during the law-making process.,

Result 1.4 A set of labour laws (including the Labour Law, relevant and corresponding regulations, the Law on Volunteering, Law on Conditions for Temporary Posting Abroad, Law on Preventing Abuse at Work, Law on Seasonal Jobs, Law on Agency Employment, Law on Traineeships, Law on Records in the Field of Labour,) drafted and aligned with the Union acquis and an ex-ante analysis of draft laws developed.

The expected outputs to be achieved for Component 2: Establishing preconditions for participating in EURES:

Result 2.1 Situation, needs and gaps related to legal, institutional, administrative, infrastructural and technical capacities of MoLEVSA, NES, employment agencies to fully access EURES, assessed and analysed

Result 2.2 Human capacities of the MoLEVSA, (advisors on normative and supervisory tasks in the field of employment and economic migration), NES (employment advisors and IT employees) and employment agencies (employment advisors) built to implement the EU Regulations

Result 2.3 NES and employment agencies supported in meeting conditions to participate in EURES

**The tasks of the RTA Assistant include:**

* Acting as the principal assistant to the RTA and visiting short term experts;
* Assisting the RTA in organisation of experts’ missions, trainings, seminars, workshops, steering committee meetings, and other project events;
* Drafting of written materials in Serbian and English;
* Supporting Beneficiary Country partners during the drafting of regulations;
* Participating in the preparation of the analysis of compliance of regulations with EU directives;
* Overall management of the office administration, including filing, organizing trainings, expert missions, local travels, general desk office work etc.;
* Organization of meetings in cooperation with Beneficiary Country partners, preparing meeting agenda and taking minutes;
* Developing and maintaining close working contacts and relationships with the Beneficiary Country officials involved in each of the activities and the project management;
* Handling of budget accounting;
* Act as a translator and interpreter when needed;
* Managing the social media channels of the project and updating regular post on the project’s activities;
* 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 organisation of study visits;
* Office management, monitoring telephone and general correspondence.

**Candidates profile:**

The RTA Assistant will be recruited in accordance with the following selection criteria:

Required skills and experience:

* Excellent command of spoken and written Serbian and English language;
* University degree in the area of law;
* Budget management skills;
* Previous experience in office management;
* Excellent organisational skills;
* Advanced usage of computer and office software packages (MS Word, Excel, etc);
* Previous working experience in IPA twinning projects or other EU funded projects is an asset;
* Knowledge of labour legislation terminology is an asset.

**Location and timing**

The RTA Assistant will be hired full-time on a contract and stationed in Belgrade, in the period from April 2025 - March 2026.

**General information**

Civil servants and other staff currently employed by public administrations of the beneficiary country are not eligible to apply as RTA Assistant.

Application letter and EU format CV, both in English, must be submitted by e-mail to: programs@cieel.gr, projekti.medjunarodna@minrzs.gov.rs, no later than 31.03.2025, titled: „Application for RTA Assistant”. References must be available on request.

Only short-listed candidates will be contacted.

The Project is an equal opportunity employer, in respect of the principles of good governance, sustainable development, and gender equality.

All applications will be considered strictly confidential.