**EU FUNDED TWINNING PROJECT**

**“STRENGTHENING THE CAPACITY OF SERBIA’S HEALTH SECTOR**

**FOR COMMUNICABLE DISEASE SURVEILLANCE” TWINNING**

**Twinning reference number: SR 20 IPA HE 01 22**

is seeking to recruit:

**RTA** (Resident Twinning Advisor) **Assistant** to EU Twinning Project “Strengthening the capacity of Serbia’s health sector for communicable disease surveillance”. The overall objective of the project is to contribute to the strengthening of the institutional capacities and the legislative framework for fulfilling the requirements of EU membership in public health area, for effective participation in the EU communicable disease surveillance network and reduction of the risks of serious cross-border health threats. The specific objective is to improve the system of communicable disease surveillance and outbreak investigations, by strengthening and harmonizing the laboratory diagnostics (including molecular methods) of the network of the institutes of public health (IPH) and national reference laboratories (NRL).

The project is implemented by the Finnish Institute for Health and Welfare (THL) in collaboration with the Institute of Public Health of Serbia ““Dr. Milan Jovanović Batut”.

**Tasks of the RTA Assistant:**

* To provide administrative, organizational, accounting and management support to the Resident Twinning Advisor in the day-to-day implementation of the Twinning Project
* To provide administrative and logistic support to visiting short-term experts (e.g. airport transfers, accommodation, field trips, etc.)
* To assist the RTA in organizing expert meetings, workshops, seminars, Steering Committee meetings, and other project events
* To function as the project’s interface with the Serbian counterparts
* To assist the RTA in drafting and editing the monthly, quarterly and final reports and other relevant documents
* To attend project’s meetings and events and take notes, when necessary
* To organize and keep up the project documentation filing system
* To facilitate and keep up a network of working contacts with BC officials and experts
* To liaison with THL back-office for project-related accounting and logistical matters
* To assist the RTA in promoting the communications and visibility of the project (e.g. social media, webpages, content creation)
* To assist the RTA language assistant in performing translation and interpretation duties, when necessary

**Requirements for the RTA Assistant:**

* University degree, preferably in public health or health policy, public administration, European studies, international relations, law, political science, economics and management
* At least three years of proven experience in project administration and management
* Excellent command of spoken and written Serbian and English
* Excellent computer skills, including a high degree of proficiency in Microsoft Word, Excel, Outlook, and PowerPoint
* Diverse social media skills
* Knowledge of EU institutions and policies
* Good interpersonal, social and communication skills
* Motivation, willingness to learn, proactivity, flexibility and responsibility

**Assets for the RTA Assistant:**

* Experience of working for EU Twinning projects
* Knowledge of public health and epidemiological concepts and principles
* Experience in content management

**Employment modalities:**

Duration of employment: 23 months, from May 2023.

The position will be stationed at: Institute of Public Health of Serbia “Dr. Milan Jovanović Batut”, Belgrade.

Type of employment: full-time.

Type of contract: service provider contract. The contract will be concluded with the Finnish Institute for Health and Welfare.

The RTA assistant shall not have been in any contractual relations with the Beneficiary (Public Health of Serbia “Dr. Milan Jovanović Batut”) in the past 6 months.

The RTA assistant shall 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.

Probation period: 3 (three) months.

If you are interested in this position, please send your English CV in Europass format and application letter by e-mail to [dmitry.titkov@thl.fi](mailto:dmitry.titkov@thl.fi) and [simic\_danijela@batut.org.rs](mailto:simic_danijela@batut.org.rs) quoting the reference RTA Assistant latest by 9 May 2023. The job interviews will take place in May 2023 in Belgrade. Please note that only shortlisted candidates will be invited for an interview. The exact date, time and place of the interview will be communicated to the shortlisted candidates. A minimum of 3 candidates will be interviewed.