**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 „** **Further upgrade of education function in the Tax Administration of the Republic of Serbia”, ref. SR 22 IPA FI 01 24**

**Project background**

The Twinning Project „Further upgrade of education function in the Tax Administration of the Republic of Serbia” is a joint project between the Republic of Serbia, represented by the Tax Administration of the Ministry of Finance, and a consortium from two EU Member States: Greece and Austria, led by Greece, represented by the Centre of International and European Economic Law (CIEEL).

The overall objective is contributing to improved and strengthened institutional (educational, managerial and program) capacities of the Tax Administration for better mobilization of domestic revenues.

The specific objective is the upgrade and improvement of the education function to meet the training needs of both basic (audit, collection, tax police) and support functions of Tax Administration.

The expected outputs/indicators to be achieved for Component/Result 1: Established continuous connection between the form for employee performance evaluation of the HR function and professional development program of the education function:

1.1.1. (1) Method for data analysis and use of the form for the employee performance evaluation - defined

1.1.2. (1) Document of Methodology for design of professional development programs developed

1.1.3. (1) Document of Inheritance Plan / developed

1.1.4 (1) Study visit - carried out

The expected outputs/indicators to be achieved for Component/Result 2: Introduced mentoring work with interns:

1.2.1. (1) Concept of mentoring- developed

1.2.2. (1) Mentoring Program – developed

1.2.3. (85% of employees engaged as mentors) training for trainers and mentors on communication skills, conflict management and leading group and individual work - carried out

1.2.4. (1) Program for professional training of interns – updated

1.2.5. (1) Pilot project for one function of STA - carried out

1.2.6. (1) Dynamic plan for carrying out of Program for professional training of interns – developed

1.2.7. (1) Study visit -carried out

The expected outputs/indicators to be achieved for Component/ Result 3: Improved organizational unit in charge of professional training and education by introduction of e-learning:

1.3.1.(1) E-learning concept for basic training of interns and newly employed officers - defined

1.3.2.(90% of trainers) Training courses for trainers on skills for preparing e-training materials - carried out

1.3.3.(5) Modules for basic training courses related to tax matter for e-learning via e-platform for interns and newly employed officers - prepared

1.3.4.(1) Document of Methodology of preparation, design, organising and performing of e-training – developed

1.3.5.(1) Study visit – carried out

The expected outputs/indicators to be achieved for Component/ Result 4: Defined didactic aids for training courses and necessary technical support/equipment:

1.4.1. (1) Specifications of didactic aids, i.e. audio-visual teaching aids for the needs of realization of all types of training/education programs – defined

1.4.2. (1) Specifications for IT equipment, tools and software required for the implementation of all types of training/education programs - defined

1.4.3. (1) Specifications for IT equipment, tools and software required for development of training on e-platform for the purpose of performing e-training courses - defined

**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 project materials;
* 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;
* 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 terminology related to the functions of the Tax Administration 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 May 2025 until March 2027.

**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: twiningedu@purs.gov.rs, no later than 18.04.2025, titled: „Application for RTA Assistant”. References must be available on request.

Only short-listed candidates will be contacted and invited for an interview at the premises of the Head Office of Tax Administration on 23rd of April 2025

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.