

**Improvement of hazardous waste management in the Republic of Serbia (IHWMS) –
IPA 2013¹**

Job Advertisement

**Assistant (Full time) to the Resident Twinning Adviser (RTA) in EU Twinning Project
on Improvement of hazardous waste management in the Republic of Serbia - IHWMS**

Duration: 24 months, expected start in March 2015

Place of Work: Ministry of Agriculture and Environmental Protection, Belgrade

Qualifications & Skills

Minimum Requirements²

- Proficiency in Serbian (both in Cyrillic and Latin alphabet) and excellent English language skills;
- Have University degree in a relevant field;
- Budget management skills;
- Mastering of office applications like MS-office, MS-PowerPoint, Outlook and internet software in order to maintain the Project's website;
- Previous experience in office management and excellent organisational skills;
- Driving licence for passenger cars.

Additional Requirements³

- Experience in interpretation and in translation of texts in the above mentioned languages, with experience in environmental terminology;
- Working experience with Serbian public administration (but not as an public administration employee within the past six months);
- Knowledge of
 - legal and administrative situation in Serbia;
 - EU institutions, EU Funds, accession processes in Serbia and environmental policy/law;
- Experience of international donor funded projects, for example: EU funded projects, such as Twinning projects;
- Understanding and knowledge of project administration, with practical experience in the past;
- Have at least five year of professional experience.

Others:

The assignment requires preparedness to work occasional overtime and undertake business trips in Serbia and study tours outside Serbia (including overnight stays);



¹ An EU funded project

² Only candidates meeting minimum requirements will be subject to further evaluation

³ Meeting any of these is desirable and constitutes an advantage

The assignment requires high sense of responsibility; excellent interpersonal and communication skills; interest in the subjects of the project and commitment;

Responsibilities

- Assistance to the Resident Twinning Adviser (RTA) and project experts in general management and administration of the project;
- In charge of the Twinning project's office, procurement, logistics, filing system, organisation of training, expert missions, study visits and meetings;
- Organisation of meetings in cooperation with Beneficiary country partners, preparing meeting agenda and taking minutes;
- Book-keeping of the project account (part of the project budget assigned for expenses taking place in Serbia), also dealing with VAT and tax issues;
- Support to research activities (internet, library services etc.);
- Assistance in the implementation of training programmes and other project activities;
- Compilation of project documentation; making available all documents generated during the performed activities (workshops, seminars, etc.) for the Serbian experts
- Compilation of documents for project reports
- Drafting of written materials in Serbian and English;
- Interpretation at meetings and other conversations for the RTA, the project team and visiting foreign experts;
- Translation of agendas, training programmes, manuals, legal texts, information brochures and other documents.
- Support to the RTA in his/her work with Serbian Institutions at the national and local level.

Applications

Your application should include:

- a motivation letter in English;
- a CV (Europass format⁴) in English with detailed description of your professional experience and your education with exact dates;
- copies of relevant documents (university degree, reference letters etc.).

Note that the project assistant may not have or recently (past six months) have had any contractual relation with the Serbian public administration.

Qualified candidates are kindly asked to submit their applications by e-mail **not later** than March 04, 2015 to

hazardouswaste.twinning@umweltbundesamt.at

and

twinning-opasan_otpad@eko.minpolj.gov.rs

(MS Project Leader: Brigitte Karigl; BC Project Leader: Radmila Serovic)

Pre-selected candidates will be invited to an interview around the middle of March.

⁴ CV form in EU format is available at: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>