

Strengthening Capacities of National Quality Infrastructure (NQI) and Conformity Assessment (CA) Services in the Republic of Serbia

IPA 2013 – SR 13 IB EC 01*

Job Advertisement

Resident Twinning Adviser (RTA) Assistant (Full time) in EU Twinning Project on Strengthening Capacities of National Quality Infrastructure (NQI) and Conformity Assessment (CA) Services in the Republic of Serbia

The duration of the contract will be 21 months.

Estimated Starting Date is in September 2015.

Place of Work will be Belgrade.

The RTA Assistant will be employed full time.

RTA assistant must **not** have had, at least during the 6 months preceding their recruitment, any contractual relation with the beneficiary administration.

The tasks of the RTA Assistant include:

- Assisting to the RTA as a personal assistant in his duties of general management and project administration;
- Acting as interpreter and translator (Serbian to English and English to Serbian) on any issues relevant to the project;
- Assisting RTA in organization of experts' missions, trainings, seminars, workshops, steering committee meetings, and other project events;
- Drafting and editing minutes of meetings, assisting RTA in drafting and editing monthly, quarterly and final project reports and any other relevant documents;
- Drafting and editing of written project materials in Serbian and in English;
- Arrangement of travel, booking, accommodation and study visit;
- Office management and daily organization of the RTA office (answering phone calls, organizing and filing, sending and receiving faxes and e-mails, providing general clerical work etc.);
- Developing and maintaining close working contacts and relationship with beneficiary country officials involved in each of the activities and the project management.

Requirements for the candidates:

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

Required skills and experience:

- University degree;
- Serbian native speaker;
- Excellent command of written and spoken English language;
- Experienced in day-to-day provision of translation and interpretation support to international advisors / experts;
- Proven experience in office management and project administration;
- Proven experience in implementation of international projects and projects



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related to the field of quality infrastructure field will be an asset;

- Excellent Computer skills (MS Word, Excel, Power Point, Internet, etc.);
- He/She must be able to work fairly independently as well as part of a team and be initiative and flexible;
- Excellent organisational skills;
- Excellent inter-personal and communication skills;
- Have at least three years of relevant professional experience.

Remuneration

The salary (1.635,00 €/month Gross salary) will be paid according to the Twinning Contract.

The working contract will be signed for 21 months.

Place of Application

The application should include:

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

Applications should be sent by e-mail to all following addresses:

- Ms. Silvie Hoffmanova (Project Leader) - shoffmanova@cmi.cz
- Mr. Miroslav Chloupek (Project RTA) - chloupek@unmz.cz
- Mr. Nikola Mirković (BC RTA Counterpart) - nikola.mirkovic@privreda.gov.rs
- Ms. Mila Stanković - mila.stankovic@privreda.gov.rs
- Ms. Milja Vuković - milja.vukovic@privreda.gov.rs

Deadline for applications

July 31, 2015 at 17:00

Only short-listed candidates will be contacted. Candidates who have not been contacted by August 15, 2015 should consider there will be no follow up to their application.

Place and time of interviewing will be subsequently communicated.

The Twinning Project “Strengthening Capacities of National Quality Infrastructure (NQI) and Conformity Assessment (CA) Services in the Republic of Serbia” is an EU funded project managed by the Contracting Authority, Ministry of Finance, Department for Contracting and Financing of EU Funded Programmes (CFCU) that will be jointly implemented by the Czech Republic’s consortium (Czech Metrology Institute, Czech Office for Standards, Metrology and Testing and Czech Institute for Accreditation) (MS) and the Serbian Ministry of Economy.

The objective of the project is to improve level of recognition of Serbian National Quality Infrastructure (NQI) system through strengthening capacities of authorities in charge of quality infrastructure (QI) and providers of conformity assessment (CA) services.



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