

**Job Vacancy Announcement for:
"Assistant to the Resident Twinning Adviser"**

**European Union Twinning Project "IL/12:
"Support to the Israeli Central Bureau of Statistics
in Improving the Quality of Official Statistics"**

TITLE: Assistant to the Resident Twinning Adviser

EXPECTED START DATE/TIME: March 01 2016

DURATION: 2 years

LOCATION: Israeli Central Bureau of Statistics, Jerusalem, Israel

PROJECT DESCRIPTION:

The Twinning project "IL/12: Support to the Israeli Central Bureau of Statistics in Improving the Quality of Official Statistics" is funded by the European Union in the framework of the European Neighbourhood Policy (ENP) and implemented as a co-operation between the Israeli Central Bureau of Statistics and Statistics Denmark. During the project, the Israeli statistical system will be further developed in selected areas in close co-operation between experts from the Israeli Central Bureau of Statistics and EU member state countries. The working methods will mostly be seminars, round-table discussions and other meetings. Also partners from Governmental bodies contributing to the Israeli National Statistical System will be involved.

JOB DESCRIPTION:

The project is seeking an Assistant to support the Resident Twinning adviser (RTA). Based at Israeli Central Bureau of Statistics in Jerusalem, the Assistant will cooperate with the RTA and the team of Danish experts, supporting them in completion of their tasks and duties. The RTA Assistant (RTAA) will also act as project translator/interpreter for daily language matters.

Tasks of the RTAA:

- Assist the Resident Twinning Adviser (RTA) in the co-ordination and liaison with the ICBS, the European Union Delegation, partners, stakeholders and experts from Statistics Denmark and other member states;
- Perform interpretation and translation from Hebrew to English and vice versa as needed;
- Assist the RTA with project office management issues (i.e. monitoring and reporting, evaluation of the project's progress);
- Provide administrative support compliant with EU Twinning rules;
- Organize the logistics of the technical assistance activities to support short-term experts' missions in Israel;
- Maintain documentation, information and a filing system.

REQUIRED QUALIFICATIONS:

- University degree, preferably in Social Sciences or English
- Excellent spoken and written language skills in English and Hebrew
- Experience with interpretation and translation
- Experiences in technical and administrative assistance with organizational and managerial matters
- Preferably experience as project assistant in international projects including EU-funded projects
- Excellent knowledge of MS Word, Excel, PowerPoint and Internet
- Good organizational skills
- Appropriate inter-personal skills and ability to communicate with tact and diplomacy
- Ability to work individually as well as in teams
- Ability to keep calm in busy periods

CONDITIONS OF EMPLOYMENT

Successful applicant will be self-employed independent consultant 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.

The assignment is full time; the RTA Assistant contract will run from the date of the signature throughout the period of implementation of the Twinning Contract. The remuneration consists of € 3.000,00 per month and the contract will be signed for the period of 24 months.

NOTE: Twinning Manual foresees that the chosen assistant is not a civil servant or agent of the beneficiary (past 6 months) nor is on leave from the beneficiary¹ to take up the position of the project assistant.

APPLICATION AND SELECTION PROCEDURES:

Please send an application and your CV and covering letter in English to Senior Adviser Charlotte Nielsen, Statistics Denmark to the following e-mail address: cln@dst.dk.

Please use "Twinning Assistant" as subject in the email.

Statistics Denmark is the national statistical institution of Denmark. For more information about Statistics Denmark and its international work please visit our website <http://www.dst.dk/en>

APPLICATION DEADLINE:

8 January 2016 (Interviews are expected in Jerusalem on 21 January 2016)

NOTE: Incomplete applications, those sent to a different email address or after the deadline will be disqualified. Only applicants selected for the interview will be notified.

¹ Israeli Central Bureau of Statistics