



Job Vacancy Announcements for: “Assistant to the Resident Twinning Adviser”

TWINNING PROJECT IL/11

“Support to the Israeli Ministry of Environmental Protection in improving and modernizing environmental regulatory and management tools for the Israeli industry – Regulatory tools for SMEs, Resource efficiency, Eco-Management and Audit Scheme”

Place of work:	Ministry of Environmental Protection, Tel Aviv, Israel
Estimate starting date:	June 2015
Period of employment:	24 months (full time)
Application’s Deadline:	02 nd of April 2015

The Twinning Project “Support to the Israeli Ministry of Environmental Protection in improving and modernizing environmental regulatory and management tools for the Israeli industry – Regulatory tools for SMEs, Resource efficiency, Eco-Management and Audit Scheme” is financed by the European Union in the framework of the European Neighbourhood Policy (ENP).

The project aims at supporting the Ministry of Environmental Protection (MoEP) of the State of Israel, based on EU experience, in improving and modernizing the environmental regulatory framework for environmental permitting, inspection and compliance. Moreover, the project aims at strengthening the infrastructure of resource efficiency and the environmental management capacity in Israel.

In a broader perspective, the project will make a contribution to sustainable development and green growth in Israel through a modernized and effectively implemented environmental regulatory and management framework.

The Israeli experts and other stakeholders (e.g. NGOs) from Israel will work in close partnership with the experts from German, Austrian and British administrations to accomplish the tasks and reach the goals of the project. The German-Austrian-British team consists of the German Project Leader, the Austrian and British Junior Project Leaders and a number of experts who will undertake medium and short term missions to Israel to support the Resident Twinning Adviser (RTA). The RTA will stay in Israel during whole implementation phase (24 months) to ensure day-to-day management, coordinate the German-Austrian-British contribution and give expert input.

The project is seeking an Assistant to support the RTA. Based at the MoEP premises in Tel Aviv, the Assistant will cooperate with the RTA and the team of German, Austrian and British experts, supporting them in the completion of their tasks and duties. The RTA Assistant (RTAA) will also act as translator/interpreter for daily language matters.

Main Tasks

- Provision of support to the RTA in administrative and organisational issues;
- In particular, support the effective delivery of the Twinning Contract mandatory results, ensuring a good flow of communications and coordinating the different Twinning partners;
- Support for the preparation and delivery of working activities as foreseen in the Twinning Contract, including organization of training sessions, conferences, experts missions, etc. and in related administrative tasks;
- Assisting the RTA in organising missions of short-term experts and other foreign specialists in relation to the project;

TWINNING PROJECT IL/11

“Support to the Israeli Ministry of Environmental Protection in improving and modernizing environmental regulatory and management tools for the Israeli industry – Regulatory tools for SMEs, Resource efficiency, Eco-Management and Audit Scheme”



VACANCY NOTICE RTA ASSISTANT



- Performing of necessary office and office management tasks, including record keeping of the RTA office expenses (petty cash), contracting of service providers, payments of local invoices, monitoring of the project's bank account etc.;
- Making travel arrangements and arrange meetings for the RTA, short-term experts and other foreign specialists involved in the project;
- Assistance to the RTA, short-term experts and other foreign specialists involved in the project in matters related to language problems or other problems due to being and working in a foreign country;
- Preparation of the required documentation for experts missions: Terms of Reference, Mission Certificates, Side Letters;
- Organisation of meetings, workshops and conferences, including meetings of the steering committee of the project;
- Drafting of minutes of meetings;
- Drafting and editing of written materials with relation to the project in English and Hebrew, e.g. quarterly reports;
- Providing occasional interpretation and translation services (from Hebrew into English and from English into Hebrew);
- Other duties and *ad hoc* support to the RTA in the Beneficiary country, including advice and guidance on local issues and translation/interpretation when needed.
- Proofreading written project materials in English and Hebrew
- Support to the project team in the development of a communication strategy, especially with regard to translation into Hebrew
- Assisting in identifying, contracting and monitoring of local services as required (e.g. for project visibility matters, translation, printing)
- Flexibility regarding working time and business trips
- Participation in study visits to Member States providing and /or simultaneous interpretation from (English-Hebrew and if possible – German-Hebrew) and provision of logistical and organisational support to the group

Key Skills

- University degree or equivalent qualification in Public Administration, Management or any other discipline relevant for the position;
- Experience in managing incl. basic accounting;
- Strong sense of initiative and responsibility;
- Excellent knowledge of English;
- Excellent knowledge of Hebrew (mother tongue or proven fluency)
- At least intermediate knowledge of German
- Experience in organising workshops and meetings;
- Good computer skills, including MS applications (Word, Excel, Outlook and Power Point);
- Experience in drafting and contributing to reports;
- Excellent written and oral communication skill;
- Ability to work in an international team.
- Knowledge of the administrative structures and legal processes in the State of Israel, preferably in the field of environmental protection

The following qualifications would be an asset:

- Experience as RTA Assistant in Twinning projects or experience with the implementation of projects funded by the EU;
- Experience in interpretation/translation in the environmental protection sector and with legal documents and technical understanding

TWINNING PROJECT IL/11

“Support to the Israeli Ministry of Environmental Protection in improving and modernizing environmental regulatory and management tools for the Israeli industry – Regulatory tools for SMEs, Resource efficiency, Eco-Management and Audit Scheme”



VACANCY NOTICE RTA ASSISTANT



- Experience in working in international projects
- Knowledge of EU policies and institutions, particularly those pertaining to the European environmental policy
- Driving license and local knowledge

CONDITIONS OF EMPLOYMENT

The successful applicant will be a self-employed independent consultant and she/he 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 Twinning project end is estimated in June/July 2017. The remuneration consists of €3.000,00 per month and the contract will be signed for a 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 beneficiary to take up the position of the project assistant.

APPLICATION AND SELECTION PROCEDURES

Qualified candidates are kindly asked to send their applications for the above mentioned position not later than 2nd of April 2015 in electronic format to Ms Pia Splanemann (Pia.Splanemann@uba.de)

Your application in English language must include:

- Letter of intention, signed by the applicant, explaining the compliance with the eligibility criteria for the specification post;
- CV (Europass format*) with detailed description of professional experience and education (with exact dates);
- Copies of supporting documents (University degree, reference letters and certificates in the original language and, if available, in English).

Short-listed candidates will be invited for an interview at the premises of the Ministry of Environmental Protection in Tel Aviv and may be required to sit a written examination. Upon invitation short-listed candidates will have to provide copies of supporting documents (University degree, reference letters and certificates in the original language and, if available, in English)

This Twinning project is seeking one RTA assistant mainly responsible for organisational and administrative tasks and one RTA language assistant. Please indicate in your application for what position you are applying or if you want to apply for both.

Please ensure that your e-mail does not exceed the size of 5 MB (Split in several e-mails in case you exceed the limit of 5 MB)

➤ **Application's Deadline: Thursday, 2nd of April 2015**

➤ **Date for interviews: Thursday, 16th of April 2015 in Tel Aviv**

➤ **Approximate start of the project implementation: June/July 2015**

TWINNING PROJECT IL/11

“Support to the Israeli Ministry of Environmental Protection in improving and modernizing environmental regulatory and management tools for the Israeli industry – Regulatory tools for SMEs, Resource efficiency, Eco-Management and Audit Scheme”



VACANCYNOTICE RTA ASSISTANT



NOTES:

- 1. Incomplete applications or applications sent to the mentioned e-mail address after the above mentioned deadline will be disqualified and treated as non eligible.**
- 2. Only applicants selected for the interview will be notified.**

**CV form in EU format is available at:*

<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

TWINNING PROJECT IL/11

“Support to the Israeli Ministry of Environmental Protection in improving and modernizing environmental regulatory and management tools for the Israeli industry – Regulatory tools for SMEs, Resource efficiency, Eco-Management and Audit Scheme”