

Job Advertisement

Assistant to Resident Twinning Advisor (RTA)

The Italian Customs and Monopolies Agency in Consortium with the French General Customs and Excise Directorate and Studiare Sviluppo Srl will implement the EU funded TWINNING PROJECT AL 12 IB FI 02 *Modernization of the Albanian Customs Administration* and is seeking to recruit:

1 - Assistant to the Resident Twinning Advisor (Ref: RTA - Assistant)

Duration: 24 months

Place of Employment: Tirana – Albania (also travelling within Albania and Europe)

Languages requested: Albanian, English.

I. QUALIFICATIONS

Compulsory requirements:

- Successfully accomplished higher education, preferably in fields related to the Twinning Project;
- Experienced Personal Assistant/ Office Manager with accomplished personnel and administration skills;
- Excellent spoken and written command of English and Albanian;
- Experience in project implementation and management, preferably in an international office or in the public administration sector
- Proven organisational, administrative and management skills with the ability to identify priorities, apply initiative and adapt to rapidly changing circumstances;
- Proficient drafting/report writing (English) and analytical skills, acquired through studies or professional experience;
- Advanced computer skills, including a first-class command of Microsoft Word, Excel, PowerPoint & Outlook;
- Ability to meet set deadlines and work in demanding situations with a willingness for hard work and to be flexible, as part of an international result-oriented team;
- Maturity of judgment and a problem-solving approach with the ability to work alone or with minimal supervision;
- Record of reliability and adaptability under pressure;
- Individuals who have been civil servants or agents of the Albanian Customs Administration (within the previous 6 months) or who are on leave from such administrations to take up this new job are not eligible for the RTA assistant position.

Optional requirements:

- Knowledge of Italian and/or French (spoken and written);
- Previous experience in the same position;
- Knowledge of issues related to Twinning Project (Twinning Manual);
- Training or professional experience abroad in Europe;
- Knowledge of Albanian Customs environment and especially about Customs procedures;
- Experience in dealing with Media.

II. RESPONSIBILITIES

- Supporting the RTA and other project experts in their day-to-day activities as Project Assistant;
- Providing management assistance (including standard office/secretarial activities);
- Providing support to RTA and other Twinning Experts, in terms of project assistance, interpretation and translation, as required;
- Supporting the RTA in implementing and applying Project administrative policies and procedures;
- Assisting the RTA in managing Project operational activities and security issues;
- Coordinating administrative activities with RTA and serving as focal point on all local administrative policies and procedures;
- Preparing and ensuring the accurate and timely processing of all administrative related documentation and maintaining all required accounting records;
- Scheduling and organizing meetings for RTA and and/or other experts at all levels;

- Assisting the RTA in communications, liaison and general working relations with Albanian public offices and institutions, relevant to Project activities;
- Assisting in the organization of Twinning Official Functions, Trainings, Seminars, Workshops, Study Tours and in all related administrative tasks;
- Making all travel arrangements, tickets booking, reservations, scheduling airport pickup and transportation needs for arrivals and departures of Project Experts, as required;
- Accompanying the RTA or other project experts to meetings, workshops and seminars and also on missions and field visits throughout Albania, as required;
- Supporting the RTA in the drafting of studies and documents in areas covered by the Twinning (i.e. information collection, monitoring of activities etc.);
- Assisting the RTA in drafting the minutes of the Steering Committee Meetings and other Project meetings and editing any other material related to the Project in English and Albanian;
- Providing general support for RTA and/or other experts with Albanian partners and/or authorities;
- Reviewing, translating and editing text relevant to the project (newsletters, press releases, PowerPoint presentations, substantive documents, quarterly reports, side letters, mission reports and project outputs) in English and Albanian;
- Providing assistance to the RTA in liaising with Financial and Project Managers on all matters relating to administration and policy of Project;
- Maintaining Project records and sensitive files in direct and close cooperation with the RTA;
- Preparing, reviewing, posting of financial, personnel and/or related documents and their dispatch to Project Management HQ (i.e. Mission certificates etc);
- Maintaining the stationary supplies and inventories;
- Handling public relations matters including organizing any Press Conferences – liaison for all media related activities;
- Maintaining a high level of ethical behaviour and to act in a non-discriminatory manner at all times;
- Respecting, actively supporting and, where appropriate, contributing to the overall aims and objectives of the Project;
- Following the Project policy documents and guidelines on: behaviour, appearance, health, safety, security, payment regimes, and use of Project equipment etc;
- Maintaining confidentiality in all matters relating to the work of the Project.

III. SELECTION PROCEDURES

CV (Europass format) and cover letter in the English language will be sent to the following e-mail address:

dogane.internazionali.cooperazione@agenziadogane.it

giovanni.gaeta@agenziadogane.it

piergiorgio.sitzia@agenziadogane.it

selezione@studiaresviluppo.it

Please insert as email object: Tw 120 – Albania - RTA Assistant

IV DEADLINE FOR THE SUBMISSION OF THE APPLICATION: 30th November 2015

V. ADDITIONAL JOB INFORMATION

Only short-listed candidates will be invited for an interview in December 2015

Project start: January 2016

Duration:

Maximum duration of the contract: 24 months

Location:

Tirana, with some possible national and international travelling.

Remuneration:

Up to € 1.200/month (gross and all inclusive), subject to skills and experience for a full time job.