



EU co-financed Twinning Project under the IPA Programme 2013

"Strengthening of external auditing capacities" AL 13 IB FI 01
to be implemented by the Polish Najwyższa Izba Kontroli (Supreme Audit Office; NIK) in
consortium with the Croatian Državni ured za reviziju (State Audit Office) for the Albanian
Kontrollit të Lartë të Shtetit (High State Audit; KLSH)

is seeking to recruit **2 positions:**

Assistant and Language Assistant to the RTA (Resident Twinning Advisor)

Duration: 24 months (indicative date: from autumn 2015)

Positions are based in: the High State Audit (KLSH), Tirana

Gross monthly salary: up to € 1.200/month (gross and all inclusive), for a full time job,
subject to skills and experience

Tasks of the RTA assistant:

- Act as a principal assistant to the RTA and visiting short-term experts
- Assist the RTA with the project co-ordination and management, including overall management of the office administration, maintaining the project's records, general desk office work, booking, organising trainings, expert missions, local travels, Steering Committee meetings, seminars, workshops, press conferences, attending meetings, preparing agendas, taking minutes when necessary, maintaining the stationary supplies and inventories, handling budget accounting etc.
- Draft written materials, reports etc. in Albanian and English
- Develop and maintain close working contacts and relationships with the Beneficiary Country officials, the media etc.
- Act as a translator and interpreter when needed
- Perform all other duties assigned
- Maintain a high level of ethical behaviour
- Maintain confidentiality in all matters relating to the realization and management of the project

Requirements and assets for the RTA assistant:

- Excellent command of both written and spoken English and Albanian
- Experience as an assistant in other EU funded projects or international projects
- Knowledge of issues related to Twinning Project management (Twinning Manual 2012)
- Proficient report drafting (in English) and analytical skills
- MS Office proficiency (Microsoft Word, Excel, PowerPoint)
- Organisational, administrative and management skills with the ability to identify priorities, meet deadlines, apply initiative and adapt to changing circumstances
- Strong interpersonal and communication skills
- Flexibility regarding working hours
- Availability and willingness to travel (Albania and EU)
- Practical experience in the English-Albanian and Albanian-English translation and interpretation (during meetings, workshops, translating documents) will be an asset
- Practical experience in simultaneous interpretation will be an asset
- Experience in / knowledge of the twinning project's subject (or related areas) will be an asset
- Command of Polish will be an asset
- The RTA assistant may not have or recently (past six months) have had any contractual relation with the beneficiary administration

The tasks of the RTA language assistant:

- Act as a language assistant to the RTA and visiting short-term experts
- Translate written materials from/into Albanian and English
- Interpret from/into Albanian and English during missions, meetings, workshops, seminars, trainings and other project events
- Act as an assistant to the RTA and visiting short-term experts
- Perform all other duties assigned
- Maintain a high level of ethical behaviour
- Maintain confidentiality in all matters relating to the realization and management of the project

Requirements and assets for the RTA language assistant:

- Excellent command of both written and spoken English and Albanian
- Practical experience in the English-Albanian and Albanian-English translation and interpretation (during meetings, workshops, translating documents)
- MS Office proficiency (Microsoft Word, Excel, PowerPoint)
- Strong interpersonal and communication skills
- Flexibility regarding working hours
- Availability and willingness to travel (Albania and EU)
- Experience as a language assistant in other EU funded projects or international projects will be an asset
- Practical experience in simultaneous interpretation will be an asset
- Experience in / knowledge of the twinning project's subject (or related areas) will be an asset
- Command of Polish will be an asset
- The RTA language assistant may not have or recently (past six months) have had any contractual relation with the beneficiary administration

Selection procedure:

Interested candidates are requested to submit their CV (Europass format) and a letter of application by **17 August 2015** in English via e-mail (please quote "RTA Assistant" or "RTA Language Assistant" respectively) to the following address:

- Aleksandra Kukuła (Resident Twinning Adviser): aleksandra.kukula@nik.gov.pl

Short-listed candidates will be invited by e-mail to an interview.