



VACANCY NOTICE

Twinning project between Israel, Italy and Germany entitled: “Reinforcement of National Policy and Tools for Implementing Rural Development in Israel”

Financed by the European Union Neighbourhood Policy (ENP)

Vacancy: Assistant for the Resident Twinning Advisor

One Resident Twinning Advisor Assistant position will be supported under the terms of the Twinning contract IS12/ENP-AP/AG/06.

The position will support the work of the RTA Mr. Giuliano Polenzani whilst working in Israel.

1. The Framework for the Job

The project is focuses on supporting the MARD and other Israeli involved administrations in the fine-tuning of the organizational structures, the administrative procedures for the implementation of EU-like RD measures and the training of human resources, especially through:

- 1) strategy and policy development and promotion of diversification of rural activities,
- 2) development of administrative environment capacity building and implementation tools.

Place of work: Ministry of Agriculture & Rural Development - Beit Dagan 50250, Israel

Contractual nature of the job: Independent consultant, on the basis of the standard IPA-ENPI contract for services. The assistant will be self employed 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.

Remuneration: € 2.500/month. The contract provides for the payment at the end of the month, in Euro.

Duration: 18 months;

Status of the position: The assignment is full time and the RTA assistant contract will run from the date of the signature of his/her contract and throughout the period of the twinning contract. The Twinning contract end is estimated in July 2014.

2. Content of the Jobs

Overall purpose: To give administrative and accounting support to the Resident Twinning Advisor (RTA) in his implementation of the Twinning Contract and, in particular, to support effective delivery of the Twinning Contract, ensure good communications and co-ordination





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between the Twinning Partners. Give administrative support to the Short-Term Experts involved in the project.

Responsibilities areas to provide:

- administrative support to the RTA and general office management
- administrative support for the Twinning budget managers
- support the preparation and delivery of Contract Activities including training sessions, conferences, STEs missions and internships and study tours in EU Member States.

Principal tasks:

- Preparation of expert missions, Term of Reference, quarterly reports, record keeping and monthly returns for Project Leaders including the RTA Expenses and Implementation expenses.
- Preparation of Twinning Claims and IT based budgetary control
- Provide IT, logistics and administrative support at training sessions, workshops, seminars and conferences
- Interpretation, oral and written translations
- Liaison with Delegation of the European Union to the State of Israel
- Supporting the RTA in liaison with Israeli administration at National and local level
- Other duties and *ad hoc* administrative support to RTA in Israel including advice and guidance on local issues.

3. Requirements

Education: University level education or equivalent qualification in public administration.

Essential/Key skills:

- Hebrew (as mother-tongue) and excellent English is essential. Excellent Italian is also essential, knowledge of Arabic and German is highly desirable.
- Good written work skills
- Ability to handle figure work and budget management
- Experience in interpretation and translation
- Excellent communication and presentation skills
- Excellent team working abilities is essential together with an innate diplomacy.
- Very good computer skills (MS Office, Word, Access, Excel, Power Point)
- Highly motivated and results oriented with the ability to plan ahead.

Desirable skills:

- Knowledge of and/or experience in the Israeli Public Administration.
- Knowledge of EU policies and institutions particularly those pertaining to the European Rural Development. EU procurement procedures related to the Twinning.
- Clean driving licence and local knowledge.





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4. How to Apply

Qualified candidates are kindly asked to send their applications for the above mentioned position not later than 15th January 2013 to the Italian Ministry of Agricultural, Food and Forestry Policies.

E-mail address: g.giorgi@mpaaf.gov.it

Your application in English language must include:

- a letter of intention explaining how you fulfill the above qualifications
- a CV (Europass-format) with detailed description of your professional experience and your education with exact dates
- PDF copies of supporting documents (University degree, reference letters and certificates in the original language and, if available, in English)

APPLICANTS MAY BE REQUIRED TO SIT A WRITTEN EXAMINATION

Short-listed candidates will be invited for an interview in Ministry of Agriculture & Rural Development Head Quarter in Beit Dagan at the end of January/beginning of February 2013.

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.

