



**The IPA 2016 Twinning Project**  
*"Building of the Institutional Capacity of Investigative Centre"*  
(MK 16 IPA JH 02 18)

**RTA Assistant (ref.001)**

The Twinning Project "Building of the Institutional Capacity of Investigative Centre" is a joint project between the Republic of North Macedonia, the Federal Republic of Germany and the Republic of Croatia, represented by the Public Prosecutor's Office, the German Foundation for International Legal Cooperation (IRZ) and the Ministry of Justice of the Republic of Croatia.

The overall objective of the project is the improvement of the efficiency and effectiveness of the criminal justice through efficient functioning of the investigative centres, which include investigators from different profiles and provide fast, transparent and efficient pre-investigation and investigation procedures in the fight against crime.

The project is seeking an **Administrative Assistant** to the Resident Twinning Adviser (**RTA Assistant**) for almost one year (until 31.12.2021), starting in January 2021. The RTA Assistant will be employed full time and stationed in **Skopje**.

The RTA Assistant may not have or recently (past 6 months) have had any contractual relation with the beneficiary administration of the Beneficiary Country.

**Main task:**

To provide daily analytical, technical and project management support to the Resident Twinning Adviser (RTA) as well as to the short-term foreign experts in implementing their activities of the Twinning project.

**Profile:**

- University degree preferably in Law, Public Administration or Management
- A minimum of 2 years' experience as assistant/coordinator or similar role in the public or private sector in an international environment
- Strong project management skills: ability to plan workloads and timetables, monitor progress, achieve targets, meet deadlines, prioritise activities, attention to detail, persistence and flexibility
- Experience on EU and/or other internationally funded projects and especially as RTA Assistant in a former Twinning project is an advantage
- Excellent knowledge of MS Word, Excel, PowerPoint or equivalent and very good internet skills
- Fluent in Macedonian and English; familiarity with legal terminology in English, knowledge in German would be an asset
- Great deal of diplomacy and tact in an international setting
- Ability to work autonomously as well as in a team



This project is funded by the European Union





#### Tasks:

- Support to the Resident Twinning Advisor (RTA) in overall project management, analysis, reporting, and record keeping
- Support to the RTA in the preparation and organisation of the different activities from technical point of view
- Organisation of the short-term experts' assignments and meetings as well as project related missions of the Project Leaders and other Member State partner staff
- Provide necessary support in the organisation of seminars and meetings (preparation of invitation letters and documents, etc.)
- Provide ad hoc translation/interpretation
- Facilitate the exchanges between the international team and the different stakeholders
- Other tasks as required

**Expected start and end of assignment:** 11.01.2021, 31.12.2021

In case of interest, please send your cover letter and resume (CV) in English in Europass format to the following e-mail addresses: [pop@irz.de](mailto:pop@irz.de) and [benediktwelfens@gmail.com](mailto:benediktwelfens@gmail.com) with reference to the position RTA Assistant (ref. 001) before **20.11.2020**.

We reserve our right to contact only short-listed candidates. Interviews are expected to take place virtually (online) in December 2020 and, if necessary, additionally as a final personal interview **on 5<sup>th</sup> of January** in Skopje.

#### Legal nature of the contract:

Independent activity based on a service contract. The provider should therefore be registered as a service provider and have a fiscal registration number (i.e. MB, PIB) and will be responsible of the payment of all taxes, and insurances policies in relation with his activity.



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