



Twinning Project “Strengthening budget planning, execution and control functions”

Beneficiary administration: Ministry of Finance, Public Procurement Bureau, State Appeal Commission on Public Procurement.

Twinning Reference MK 18 IPA FI 01 19



## **Vacancy announcement**

### **Full time assistant to the Resident Twinning Advisor**

The Twinning Project “Strengthening budget planning, execution and control functions” is a joint project between the Beneficiary Administration - the Ministry of Finance of the North Macedonia and The Netherlands, Croatia, Bulgaria and Latvia, represented by the National Academy for Finance and Economics of the Ministry of Finance of the Netherlands.

The overall objective of this project is to further improve efficiency and effectiveness of public spending through implementation of the Public Finance Management (PFM) Reform Programme in the country in order to ensure sound management of public finances.

The project is seeking a Project Assistant to the Resident Twinning Adviser (RTA Assistant) for 36 months starting as soon as possible, preferably 01<sup>st</sup> February 2020. The RTA Assistant will be employed full time and stationed in Skopje in the RTA office.

#### **Tasks**

- Act as a principal assistant to the RTA (in all activities of the project) and support the Resident Twinning Advisor in his daily tasks;
- Preparing documentation for short term missions, supporting the RTA in preparing quarterly reports, working plans, side letters, project budget, visibility and communication plans, as well as organizing workshops, booking flights and hotels, organizing taxi transfer for experts, and preparing study visits;
- Overall management of the office administration, including filing, organizing trainings, expert missions, local travels, general correspondence and desk office work etc.;
- Maintenance and reconciliation of project's basic budget accounting records (project journal, mission certificates, mission reports, financial reports), archiving of financial documentation (invoices, etc.);
- Procurement and management of office supplies;
- Organization of meetings in cooperation with partners of the Beneficiary Country and Member State Countries, preparing meeting agenda and presentation(s), taking minutes, preparing reports and other relevant documents;
- Developing and maintaining close working contacts and relationships with Beneficiary Country and Member State Countries officials involved in each of the activities and the project management;
- Verify accuracy and consistency of presentations and translations of technical material into Macedonian and English;
- Keeping the internet site of the project up-to-date.
- Providing translation and interpretation services when needed



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- Drafting of written materials with relation to the project in Macedonian and English.

*Note: In exceptional cases, the RTA assistant might be required to work outside of regular office hours.*

### **Necessary Qualifications**

- University degree (or equivalent professional experience of at least 4 years) in relevant field;
- Professional fluency in oral and written in English and Macedonian;
- Experience in office management;
- Experience in EU/IPA (twinning) projects and application of the twinning manual (will be an asset);
- Organized and rigorous;
- Autonomous;
- Very good computer skills (MS Office, Word, Excel, Internet);
- Very good communication skills;
- Good capability to manage multi-cultural environment;
- Knowledge on public administration and especially being familiar with EU funded projects;
- Ability to work under pressure and be able to prioritize;
- He/she shall be able to act with secrecy, discretion and have good presentation;
- Knowledge of relevant government policies, laws, external (EU) assistance and institutions will be considered an advantage.

### **How to Apply and deadline**

Please send your application, CV Europass with photo and cover letter via e-mail to [h.l.jansen@minfin.nl](mailto:h.l.jansen@minfin.nl) and [j.tuinen@minfin.nl](mailto:j.tuinen@minfin.nl) before January 13<sup>th</sup> 2020; 12:00 CET.

Only short-listed candidates will be informed and invited for an interview.

### **IMPORTANT NOTICE:**

**The RTA assistant may not have or recently (past 6 months) have had any contractual relation with the beneficiary administration that is the Public Administration of the Beneficiary Country.**

The assistant will sign a service contract with National Academy for Finance and Economics of the Ministry of Finance of the Netherlands and must have a status of self-employed. It will be his/her sole responsibility to comply with all legal requirements for self-employment as well as to cover all related taxes and charges.



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