



**The European Union's IPA 2009 Programme for Croatia
EU Twinning Contract No. HR/2009/IB/SO/01 - 2009-0303-030101**

**„Strengthening the administrative capacity of competent authorities and
implementation agencies for Co-ordination of Social Security “**

is seeking to recruit:

Assistant to the Resident Twinning Advisor – (RTA)

The role of the Assistant of Resident Twinning Advisor will be:

To support the RTA in different aspects of his daily work including assistance in the following tasks:

- assist the RTA in the implementation of the work plan of the twinning project organising meetings, seminars and workshops, and creation of working materials for such events (slides, handouts, etc.), attending meetings, training workshops and other projects related events and producing minutes;
- assist to prepare financial information and maintaining contact with the project beneficiaries and MS experts;
- edit the monthly, quarterly and final project reports and any other relevant documents;
- provide support for office management and general work (answering phone calls, filing, photocopying, sending and receiving mails and faxes);
- identify contracting and monitoring relations if necessary (extra translation, logistics for study visits and similar);
- act as interpreter and translator for the RTA and Short Term Expert involved in the project if necessary;
- develop and maintain close working contacts and relations with Croatian project leader and RTA counterparts, and other Croatian officials involved in the project;
- assist the RTA and visiting short term experts with arrangements for travel accommodation and any other issues arising from residence and work in Croatia.

Skills and experience required for the Assistant of Resident Twinning Advisor

The Assistant of Resident Twinning Advisor will:

- Be of Croatian nationality; with a university degree of social science, an excellent command of spoken and written English and Croatian (fluent English is a must), knowledge of Swedish would be an asset;
- Be free of any links with staff members of the Ministry of Economy, Labour and Entrepreneurship of the Republic of Croatia;
- Have excellent organisational and communication skills, and some understanding of financial management;
- Have excellent computer skills (MS Office, Excel, Internet)



- Additional training, specialisation, post graduated studies in law, social sciences, social security, will be considered as an advantage;
- Have excellent inter-personal skills;
- Willingness to travel in the country;
- Have an experience of working in Twinning or similar projects will be an advantage. Experience in the field of social security are desirable.

Payment: maximum 1,800.00 EUR (gross)

Closing date for applications: 9th November 2011.

Interviews will be held on: The short listed candidates will be invited for an interview on 16th November 2011 in Zagreb, Ministry of Economy, Labour and Entrepreneurship of the Republic of Croatia, Ulica grada Vukovara 78/VI.

If you can start on the 21th November 2011 and fulfil the expected requirements please send an application including contact details (email and tel.) and curriculum vitae (CV in Europass format) in English to Mr Gyllenblad Jörgen at the following address:
jorgen.gyllenblad@mingorp.hr