



## EU 4 JUSTICE AND HOME AFFAIRS

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### **Twinning project” Strengthened capacities (human and legal) of Criminal Police Department and Special Prosecution Office for Combating High-Tech Crime and public awareness”**

**Beneficiary administration: Ministry of Interior of the Republic of Serbia  
Twinning Reference: SR 17 IPA JH 01 21**



### **Vacancy announcement Project Assistant to the Resident Twinning Advisor**

This twinning project is a joint project between the Beneficiary Country, Austria, Slovenia and Germany, represented by the Agency for European Integration and Economic Development.

The overall objective of this project is to contribute to meeting the EU accession requirements under Chapter 24 of the Acquis Justice, freedom and security and to contribute to strengthening legislative framework and institutional capacities, for fulfilling the requirements of EU membership.

The project is seeking one Project Assistant to the Resident Twinning Advisor (RTA Project Assistant) for the next **18 months starting from 17<sup>th</sup> of January 2022, end ending 16<sup>th</sup> July 2023.** The RTA Project Assistant will be employed full time and stationed in Belgrade.

#### **Tasks**

- Support the Resident Twinning Advisor in his daily tasks
- Preparing documentation for short term missions, supporting RTA preparing quarterly reports, rolling working plans, communication plan, as well as organizing workshops, booking hotels, organizing taxi transfer for the experts, and preparing study visit and internship documentation.
- Drafting of written materials with relation to the project in both Serbian and English language.

#### **Necessary Qualifications**

- University degree (or equivalent professional experience of at least 4 years)
- Professional fluency in English language both oral and written
- Experience in EU projects (will be an asset)
- Organized and rigorous
- Autonomous



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- Very good computer skills (MS Office, Word, Excel, Internet)
- Very good communication skills
- Good capability to manage multi-cultural environment
- He / She shall be able to act with secrecy and discretion

### How to Apply

Please send your application, CV Europass and Cover Letter via e-mail to Dr. Johann Wagner [johann-wagner@web.de](mailto:johann-wagner@web.de)

Please indicate (in both your e-mail and cover letter) where you discovered this job posting

**Deadline: 21<sup>st</sup> of December 2021**

Short-listed candidates will be invited for an interview

### IMPORTANT NOTICE:

The Project 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 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.