



REPUBLIC OF SERBIA
MINISTRY OF HEALTH
MINISTRY OF FINANCE
Department for Contracting and Financing of EU
Funded Programmes

This project is funded by
the European Union



#EY
ЗА ТЕБЕ

Support in strengthening of the capacities of relevant institutions within the substances of human origins (SoHO) system

JOB ADVERTISEMENT

RESIDENT TWINNING ADVISOR ASSISTANT EU funded Twinning Project SR 18 IPA HE 01 20

Duration of the Project implementation: total Project duration 24 months, start date: 12th of July 2021, indicative end date 11th of July 2023.

Work place: is based in Belgrade. The possibility of remote working if situation will be unfavorable by COVID – 19.

Contract type: fixed term service contract.

The RTA Assistant will report directly and will be supervised by the RTA.

Tasks of RTA Assistant (the part of tasks are possible to perform remotely):

- Act as a principal assistant to the RTA;
- Assisting for a visiting short term experts, Project Leader and Components Leaders when needed;
- Assisting to the RTA with project co-ordination and management;
- Assisting to the RTA in organization of experts' missions, trainings, seminars, workshops, steering committee meetings, and other project events;
- Overall management of the office administration, including filing, organizing trainings, expert missions, local travels, general desk office work etc.;
- Assisting in organization of meetings in cooperation with RTA and Beneficiary Country partners, preparing meeting agenda and taking minutes;
- Drafting and editing of minutes of meetings, assisting to the RTA in drafting and editing monthly, quarterly and final project reports and any other relevant documents;
- Developing and maintaining close working contacts and relationships with Beneficiary Country officials involved in each of the activities and the project management;
- Assisting in handling of budget accounting;
- Act as a translator and interpreter (Serbian to English and English to Serbian) when needed;
- Arrangement of travel, booking accommodation and study visit;
- Office management, monitoring telephone and general correspondence;
- Perform other tasks as assigned by the RTA.

Requirements for RTA Assistant:

- University degree;
- Be of Serbian nationality or having valid residence and working permits;
- The RTA Assistant may not have or recently (past six months) have had any contractual relation with the beneficiary administration - The Ministry of Health of the Republic of Serbia; Excellent command of spoken and written English and Serbian language;
- Computer literacy (e.g. Word, Excel, PowerPoint, Internet);
- the RTA Assistant must be able to work fairly independently as well as part of a team and be initiative and flexible;
- Excellent organizational and communication skills;
- Some understanding of financial management;
- Excellent abilities in drafting documents.

The following skills will be considered an asset for RTA Assistant:

- Experience in EU funded projects, especially as RTA Assistant in a former Twinning project;
- Experience of working in an international environment;
- Knowledge of the Lithuanian language;
- Knowledge of EU policies and institutions;
- Knowledge of Serbian legislative framework in the area of public health;
- Team player.

The interested candidates are requested to submit their **CV and a letter of application** in English by **21st June, 2021** via e-mail to the following addresses: garuole@gmail.com and e.kerpiene@cpva.lt. **Shortlisted candidates only will be invited to attend an interview.** The date and place of the interview will be additionally indicated to the shortlisted candidates.

For any further information please contact Ms. Kristina Garuolienė, e-mail: garuole@gmail.com, and Ms. Eglė Kerpienė e.kerpiene@cpva.lt.

The above-mentioned Twinning project is an EU funded joint project between **Lithuania**, represented by National Blood Centre of Lithuania (NBC), National Transplant Bureau under the Ministry of Health Address (NTB) together with Central Project Management Agency (CPMA) and **Jordan**, represented by Ministry of Health of the Republic of Serbia.

The purpose of the project is to contribute to the strengthening of the legislative framework and institutional capacities for fulfilling the requirements of EU membership in the area of public health.

The selected person will be a self-employed independent consultant under a Service Contract and will undertake full responsibility for the payment of all taxes and obligations deriving from the legislation in force in Serbia, including for those related to medical and social insurance. The RTA Assistant will carry his/her duties and tasks on the base of contract concluded with the CPMA and RTA.

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