



JOB ADVERTISEMENT

Resident Twinning Adviser (RTA) Assistant

**TWINNING PROJECT NO. MK 11 IB AG 01:
“Further strengthening of AFSARD and preparing the Agency for the programming period
2014 - 2020”**

The Agency for Financial Support of Agriculture and Rural Development and the Netherlands Enterprise Agency (NEA) from the Netherlands with partners from Slovenia and Estonia intend to carry out a 21 month Twinning Project.

The project is being implemented in the framework of the Instrument for Pre-Accession Assistance (IPA), a programme funded by the European Union.

The overall objective of this Twinning project is to improve the effectiveness and efficiency of the Instrument for Pre-accession Assistance for Rural Development (IPARD). This objective will be achieved by increasing the capacity of the Paying Agency (Agency for Financial Support of Agriculture and Rural Development, AFSARD) in the implementation of accredited and to be accredited IPARD measures as well as in the preparation of accreditation of new IPARD measures.

AFSARD will host an Estonian Resident Twinning Adviser (RTA) and a team of experts for the duration of the project.

Applications are invited for the fulltime position of RTA Assistant. The RTA Assistant will work under the supervision of and report to the RTA. .

Duration: 21 months (indicative timing: from December 2015 – September 2017).

Job description

- Assisting the RTA with project co-ordination and management;
 - Assisting the RTA in organization of experts' missions, trainings, seminars, workshops; project Steering Committee meetings, and other project events;
 - Overall management of the office administration, including filing (filing of all data available for each single activity including presentations, translations, templates, time sheets etc.), organizing trainings, expert missions, local travels, general desk office work etc.;
 - Organization of meetings in cooperation with Beneficiary Country partners, preparing meeting agenda and taking minutes;
 - Assisting the RTA in drafting and editing monthly, quarterly and final project reports and any other relevant documents;
 - Arrangement of travel, booking accommodation and study visits;
 - Developing and maintaining close working contacts and relationships with Beneficiary Country officials involved in each of the activities and the project management;
 - Keep the overall planning up-to-date and maintain the administration of the Petty cash account of the project;
 - Drafting of written materials with relation to the project in Macedonian and English;
 - Support to the RTA in his liaison with Delegation of the European Union to Skopje and Macedonian Institutions at the national and local level;
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- Act as a translator and interpreter from English to Macedonian and vice versa for the RTA and short term experts on any issues relevant to the project when needed;

Necessary Qualifications

- University degree or equivalent qualification in Public Administration, Agriculture, Management or any other discipline relevant for the position;
- Extensive experience in project implementation and management;

- A minimum of four years of professional experience;
- Be a native speaker of the Macedonian language;
- Excellent oral and written communication skills in English and Macedonian;
- Organizational and analytical skills, initiative;
- Flexibility and maturity of judgment;
- Ability to establish and maintain effective working relations;
- Very good computer skills and ability to operate Windows applications, Internet and e-mail;
- A motivated individual with a track record in office administration;
- Proven ability to work under pressure and be able to prioritize.

Note that the assistant selected must not currently have, or have had within the last 6 months, any contractual relation with the beneficiary administration.

Additional Qualifications

The following would be an advantage:

- Knowledge on public administration
- Knowledge on relevant Government policies, laws, external assistance and operational structures affecting agricultural and rural policy;
- Knowledge of EU issues and institutional structures, particularly in the field of rural development;
- Experience in EU or other internationally funded projects;
- Good interpersonal skills, ability to work in a multi-cultural environment with sensitivity and respect for diversity.

Remuneration

Negotiable, subject to evaluation of skills and experience

Selection procedures:

The applications should include a motivation letter and detailed Curriculum Vitae, both in English. The applications should be sent no later than the 7th of October 2015 by e-mail to:

pille.koorberg@pmk.agri.ee (RTA) and cc to: paul.overgoor@rvo.nl (International Project Manager NEA) and hansvanek@rvo.nl (MS Project Leader, NEA)

Only short listed candidates will be notified and will be invited to attend an interview. Interviews are tentatively scheduled to take place mid October in Skopje.