



EU funded Twinning Project under the IPA Programme 2012

“Support to further development and strengthening of the Probation Service in Croatia”

HR 14 IB JH 01

is seeking to recruit:

Assistant to the Resident Twinning Advisor – RTA

Duration: 15 months, from March 2016 to June 2017 (estimated)

Position is based in: Ministry of Justice, Ulica grada Vukovara 49, Zagreb, Republic of Croatia

Gross monthly honoraria: 1.800,00 EUR (indirect taxes not included)

Tasks of the RTA Assistant:

- Assisting the RTA with project co-ordination and management;
- Overall management of the office administration, including filing, organizing local travel, arrangement of travel, booking accommodation and study visit, general desk office work, etc.;
- Organization of meetings in cooperation with Beneficiary Country partners, preparing meeting agenda and taking minutes;
- Developing and maintaining close working contacts and relationships with Beneficiary Country officials involved in each of the activities;
- Assisting the RTA in organisation of experts' missions, trainings, seminars, workshops, steering committee meetings, and other project events;
- Assisting the RTA in drafting and editing monthly, quarterly and final project reports and any other relevant document;

- Acting as interpreter and translator when needed (Croatian to English and English to Croatian) on issues relevant to the project.

Minimum requirements to comply by the candidates:

- The RTA Assistant may not have or recently (past six months) have had any contractual relation with the beneficiary administration;
- University degree or equivalent qualification in Public Administration, Management or any other discipline relevant for the position;
- Excellent command of spoken and written Croatian and English language;
- Experience of at least 12 months in office accounting and management;
- Computer literacy (e.g. Word, Excel, Power Point, Internet);
- Excellent abilities in drafting documents;
- Ability to maintain effective document and record management proven by previous experience in delivering similar tasks. It will be clearly stated in the CV with a minimum of 12 months;

The following skills would be considered an asset to value additionally to the minimum requirements:

- Fluency in spoken and written Spanish and/or German would be advantageous;
- Previous experience in EU funded projects;
- Experience of working in an international environment;
- Knowledge of EU institutions and policies and good knowledge of legal terminology in Croatian and English.

Interested candidates are requested to submit their CV (European format CV) and a cover letter in English via e-mail to the following e-mail address: Mr. Javier Vega jvega@fiiapp.org, with reference to the relevant position in the subject of the e-mail ("RTA Assistant") by **22 February 2016 (deadline for submissions)**. Please include an e-mail address and a telephone contact number in the application.

All applications received with no reference of the post and in other language different from English will be automatically rejected.

The selection criteria will be based on the CV and requirements of the present Terms of Reference. The candidates may be further evaluated during an interview.

Only shortlisted candidates will be invited to an interview. Interviews are scheduled to be held by the end of February 2016 in Zagreb, Republic of

Croatia. FIIAPP (the Spanish institution responsible of the management of the Twinning project) will be the Contracting Authority.

The selected person must provide a tax certificate to FIIAPP which proves that he/she pays taxes in the Republic of Croatia.

For any further information please contact: Mr. Javier Vega jvega@fiiapp.org

The abovementioned Twinning project is a joint project between Kingdom of Spain, represented by Ministry of Home Affairs - General Secretariat of Penitentiary Institutions, Federal Republic of Germany represented by the German Foundation for International Legal Cooperation (IRZ), and Republic of Croatia represented by the Ministry of Justice.

The main objective of the project is further improvement of institutional capacity of the Probation Service and introduction of electronic surveillance in the Republic of Croatia.

Annex I

EUROPEAN CURRICULUM VITAE FORMAT



PERSONAL INFORMATION

Name

Address

Telephone

Fax

E-mail

Nationality

Date of birth

TOTAL YEARS OF EXPERIENCE

WORK EXPERIENCE

- Dates (from – to)
- Name and address of employer
- Type of business or sector
- Occupation or position held
 - Main activities and responsibilities

EDUCATION AND TRAINING

- Dates (from – to)
- Name and type of organisation providing education and training
- Dates (from – to)

- Name and type of organisation providing education and training

PERSONAL SKILLS AND COMPETENCES

Acquired in the course of life and career but not necessarily covered by formal certificates and diplomas.

- Name of training

MOTHER TONGUE

OTHER LANGUAGES

- Reading skills
- Writing skills
- Verbal skills

SOCIAL SKILLS AND COMPETENCES

Living and working with other people, in multicultural environments, in positions where communication is important and situations where teamwork is essential (for example culture and sports), etc.

ORGANISATIONAL SKILLS AND COMPETENCES

Coordination and administration of people, projects and budgets; at work, in voluntary work (for example culture and sports) and at home, etc.

TECHNICAL SKILLS
AND COMPETENCES
*With computers, specific kinds
of equipment, machinery, etc.*

DRIVING LICENCE(S)

ADDITIONAL INFORMATION

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