EU co-financed Twinning Project under the IPA Programme 2013

“Support to the Fight against Money Laundering”

is seeking to recruit:

**RTA (Resident Twinning Adviser) assistant**

Duration: 15 months (indicative date: January 2018 - April 2019)

Position is based in: Sarajevo

**Tasks of the RTA assistant:**

* Act as a principal assistant to the RTA and visiting short term experts;
* Drafting of written materials with relation to the project in Bosnian language and English;
* Assisting to the RTA with project co-ordination and management;
* Overall management of the office administration, including filling (filling 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.;

* Assisting to the RTA in organization of trainings, expert missions, study visits, 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 and the project management;
* Handling of budget accounting;
* Act as a translator and interpreter when needed;
* Drafting and editing minutes of meetings, assisting to the RTA in drafting and editing monthly, quarterly and final project reports and any other relevant documents;
* Arrangement of travel, booking accommodation and study visit;
* Office management, monitoring telephone and general correspondence.

**Requirements for the RTA assistant:**

* The RTA assistant may not have or recently (past six months) have had any contractual relation with the beneficiary administration
* Excellent command of spoken and written English language
* Computer literacy (e.g. Word, Excel, PowerPoint, Internet)
* University degree

**Assets for the RTA assistant:**

* Experience from previous Twinning projects
* Communication skills – especially for interaction with national and international experts
* High level of flexibility
* Team player

The above mentioned Twinning project is a joint project between Austria and Slovenia represented by the Agency for European Integration and Economic Development and Bosnia and Herzegovina, represented by the Ministry of Security. The main objective of the project

is increased competence of the bodies in Bosnia and Herzegovina on fight against money

laundering, financing of terrorism and financial crime up to the level required for EU accession.

Interested candidates are requested to submit their CV and a letter of application in English

via e‐mail to the following address: bozic.sonja4@gmail.com until 24.11.2017. Only short‐

listed candidates will be invited for an interview. For any further information please contact

Sonja BOŽIČ at bozic.sonja4@gmail.com.