

## Vacancy announcement for the position: Project Assistant to the Resident Twinning Advisor for the EU-funded Twinning Project (Closing Date: 28/02/2021)

The Project Assistant to the Resident Twinning Adviser (RTA Project Assistant) is sought for the EU funded Twinning Project “Further support to Indirect Taxation Authority (ITA) of BiH”.

The EU Twinning Project BA 17 IPA FI 01 20 is a joint project between the following beneficiary institution:

Indirect Taxation Authority of Bosnia and Herzegovina,  
and a consortium formed by:

- Austrian Agency for European Integration and Economic Development GmbH, Austria and Ministry of Finance, Croatia

The objective of this project is to improve overall performance of Indirect Taxation Authority (ITA) by applying new laws, procedures and well-developed effective systems of customs, VAT and excise control.

### I. Key tasks of the RTA Assistant:

- Assisting the RTA and short-term experts in the day-to-day implementation of the project;
- Providing office management including the organisation of expert missions, trainings, conferences, meetings\*, including online (e.g., ZOOM, WEBEX) and personnel in Sarajevo\* and study visits to Austria and Croatia
- Updating the project share point website
- Providing relevant information and documents
- Compilation of documents for project documentation, presentation and reporting
- Preparation of meeting agendas, attending meetings and drafting minutes incl. Steering Committee meetings
- To develop and maintain close working contacts and relations with officials from Beneficiary institutions in Bosnia and Herzegovina involved in each of the work groups as well as contacts to other beneficiary organisations and project co-ordinators in the Member State
- Teamwork with the RTA Language Assistant if necessary, providing translation and interpretation from BCS to English and vice versa; if needed, optionally, there might be also from/to German.
- Support the efficient communication between the Twinning partners and the EU Delegation to Bosnia and Herzegovina

\*subject to covid-19 pandemic situation

- Drafting and editing written materials with relation to the project in BCS and English; if needed, optionally, there might be also German.

## **II. Requirements for the candidates:**

- RTA Project Assistant engaged within the EU Twinning contract may not have or recently (at least during the 6 months preceding his/her recruitment) has had any contractual relation with none of the named beneficiary institutions.
- National of Bosnia and Herzegovina, having valid residence and working permits
- University degree
- Excellent command of spoken and written English language
- Excellent inter-personal and communication skills
- Excellent abilities in drafting documents
- Excellent computer skills (especially: MS Office, Word, Excel, Power Point)
- Experience in office management and administration
- Excellent organisational skills
- Capacity to work in a multi-cultural environment
- Ability to draft concise reports on meetings and summarize longer papers related to the topics of the twinning project
- Understand and respect all confidential data exchange during the project implementation.

### **The following will be considered as an asset:**

- Experience with interpretation and translation of documents
- Organisational experience in international projects (Technical Assistance or Twinning Projects)

## **III. The work conditions:**

- 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 Bosnia and Herzegovina, including for those related to medical and social insurance. The RTA Project Assistant will carry his/her duties and tasks on the base of a contract concluded with the Austrian Agency for European Integration and Economic Development GmbH.

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**Project Duration:** 18 months

**Working hours:** will be as those that are in force at the Beneficiary administration and served on a full-time basis, including required flexibility for in the office\* work time (most probably from 9am to 5pm).

**Place of posting:** Banja Luka

**Starting:** 1.4.2021

**Remuneration:** 1.600 Euro/month (gross value, indirect taxes not included).

#### IV. Application:

The candidates should send their CV in Europass format with a detailed description of previous experience and education and all required documents as indicated below **in English** via e-mail to the following e-mail addresses: [johann.rieser@aei.at](mailto:johann.rieser@aei.at) and [jasna.pavic@uino.gov.ba](mailto:jasna.pavic@uino.gov.ba) with the reference to "RTA Project Assistant".

The CV format can be found at the following link:

<https://europa.eu/europass/en/create-europass-cv>

**The following documents shall be annexed in scanned versions:**

- Motivation Letter, signed by the applicant, explaining the compliance with the eligibility criteria
- Certificate of the educational qualification
- Certificate on the language knowledge (if available)

The deadline for the application is 28/02/2021.

**Please note:** all applications received in any other language different than English will be automatically rejected.

Short-listed candidates only will be invited for an interview in Banja Luka or online in case of the prolongation of measures due to COVID-19 Pandemic.

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