



**TWINNING PROJECT
BA 18 IPA AG 03 19**

“EU support to capacity building and gradual Union acquis alignment in the phytosanitary sector in BiH”

Job Vacancy Announcement for:

Resident Twinning Adviser (RTA) Assistant

Post reference number:	RTA/A/1
Place of work:	Administration of Bosnia and Herzegovina for Plant Health Protection Maršala Tita 9a 71000 Sarajevo Bosnia and Herzegovina
Estimated starting date:	01 November 2020
Period of employment:	36 months (full time)
Closing date for applications	Friday, 16 October 2020 (24:00, GMT+1)

*Subject to COVID-19 pandemic situation.

	<p>Twinning project BA 18 IPA AG 03 19</p> <p><i>“EU support to capacity building and gradual Union acquis alignment in the phytosanitary sector in BiH”</i></p>
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1. BACKGROUND

This EU funded Twinning Project BA 18 IPA AG 03 19 is under implementation of the consortium formed by:

- Ministry of Agriculture, Food and Forestry Policies (MiPAAF) of Italy (Lead)
- Informest, Italy (Project mandated body),
- Ministry of Agriculture and Rural Development (MARD) of Poland (Partner)
- State Inspectorate of Plant Protection and Seed Inspection, Poland (Partner)

The lead Beneficiary administration is: Administration of Bosnia and Herzegovina in cooperation with competent authorities of the entities and Brčko District of BiH.

Project objective: To support acquis alignment and building capacities in the Phytosanitary sector in Bosnia and Herzegovina.

2. DUTIES

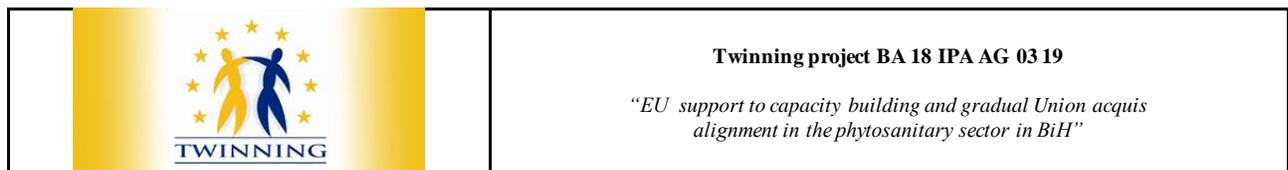
Reporting to the Resident Twinning Adviser (RTA) under this twinning project, the RTA Assistant's duties fall under the following areas:

- Administrative and accounting assistance to the Resident Twinning Adviser (RTA) during the whole implementation of the Twinning Project and support to the effective delivery of the Twinning Contract mandatory results;
- Ensuring a good flow of communications and coordinating different Twinning partners;
- Daily administrative support to the Member State Experts involved in short-term working missions (including any online*) to BiH within the project's framework;

Specifically, office management and administrative tasks include:

- Providing support to the preparation and delivery of working activities as foreseen in the

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Twinning Contract, including organization of training sessions, conferences, expert missions etc.* and related administrative tasks;

- Working on travel arrangements and meetings arrangements for the RTA, the Short-Term Experts from Italy and Poland and other twinning partners' representatives involved in the project;
- Preparing required documentation for Experts' missions: Terms of Reference, Mission Certificates, Side Letters, records keeping and monthly travel for Project Leaders, including the RTA expenses and implementation expenses;
- Support the RTA and Informest, the project mandated body, in management and control of the project budget and quarterly reports;
- Providing IT, logistics and administrative support to training sessions, workshops, seminars and events* in general, also in connection to its organization and financial/administrative management, as a support activity to Informest, the project mandated body;
- Drafting and editing relevant twinning project documents in b/h/s¹ and English;
- Taking minutes of meetings, Steering Committees, workshops etc. and preparing notes and summary records;
- Support to the RTA in his liaison with Delegation of the European Union to BiH and all relevant national institutions;
- Other duties and *ad hoc* support to the RTA including advice and guidance on local issues;
- Possibly, to support the RTA Language Assistant in translation and interpretation, if and when needed.

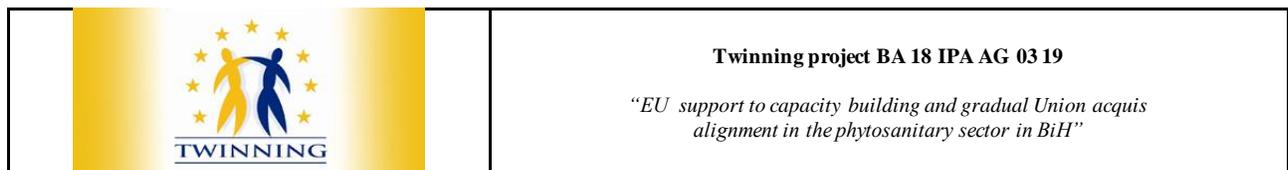
2. QUALIFICATIONS AND EXPERIENCE REQUIRED

The candidate is expected to be a hard-working individual with excellent written and oral communication skills and the ability to work closely with the Project Leader (PL), RTA and team of experts.

The RTA Assistant shall not have been in any contractual relation with the Beneficiary Country public sector during at least the 6 months preceding their hiring.

¹ Official languages of Bosnia and Herzegovina

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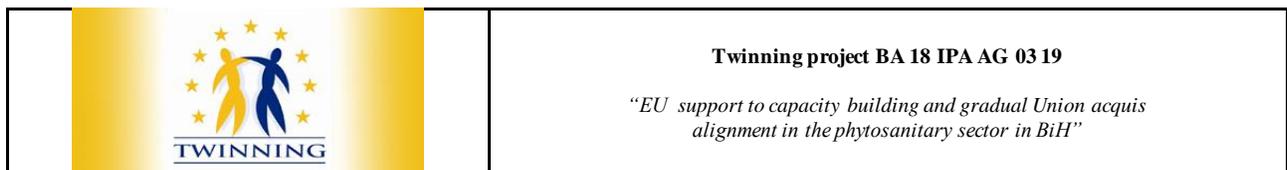
To be eligible, an applicant must have:

- University degree or equivalent qualification in Public Administration, Management or any other discipline relevant for the position;
- Minimum 3 years of general professional experience
- Experience in accounting and managing;
- Excellent drafting abilities;
- Capacity to maintain effective document and record management;
- Organizational capacities;
- Fluency in both written and spoken B/H/S¹ and English.
- Good computer skills, including MS applications (Word, Excel, Outlook and Power Point);
- Good command of social media, conferencing platform, cloud storage and backup services etc.
- Excellent communication and interpersonal skills;
- Excellent team working abilities is essential together with an innate diplomacy;
- Strong sense of initiative and responsibility;
- Ability to cooperate smoothly in the multicultural environment.

The following criteria will be considered an asset:

- Experience as a RTA Assistant in IPA/ENI funded Twinning projects
- Experience as assistant in other EU and/or international donors funded projects;
- Knowledge of the Italian language;
- Working experiences in an international environment;
- Knowledge of public administration in the field of agriculture and rural development in BiH;
- Knowledge of the EU policies and institutions.
- Knowledge of the Twinning Manual (please check the latest updated version at: https://ec.europa.eu/neighbourhood-enlargement/sites/near/files/twinning_manual_2017_update_2020.pdf)

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3. CONDITIONS OF EMPLOYMENT

The RTA Assistant will be self-employed and will undertake full responsibility for the payment of all taxes and obligations deriving from the legislation in force in the country, including for those related to medical and social insurance.

The assignment will be full time and the specific contract will run from the date of the signature throughout the period of implementation of the Twinning Contract.

Working hours will be as those that are in force at the Beneficiary administration.

The remuneration consists of € 1.500,00 per month and the contract will be signed for a period of 36 months with a probationary period of 1 month. All the contractual aspect will be discussed directly with the Italian agency “Informest”, the selected Mandate Body for the administrative and financial management of the project.

4. APPLICATION AND SELECTION PROCEDURES

Qualified candidates should send their applications for the above-mentioned position, duly completed in English, not later than **Friday 16 October 2020 (24:00, GMT+1)** to the following email addresses:

- ✓ eduardo.ucciero@regione.campania.it (project’s RTA)
- ✓ g.giorgi@politicheagricole.it (Twinning back-office at the Mipaaf);
- ✓ lia.gover@informest.it (Mandated Body for the administrative and financial management of the project);

Please specify your surname and the position reference in the subject of the email as follows: **“SURNAME”_REF: RTA/A/1”**

Your application, in the English language, must include:

- letter of intention, signed by the applicant, explaining the compliance with the eligibility criteria for the specified position;
- CV (Europass format²) in the English language with a detailed description of professional experience and education (with exact dates);

² Available at: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

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- Copies of supporting documents (University degree(s), reference letters and certificates in the original language and, if available, in English).

All documents are to be sent once in .PDF format.

Incomplete applications or those submitted after the above-indicated deadline will not be considered eligible.

Only applicants selected for the interview will be notified.

At least three (3) short-listed candidates will be invited for a 30 minutes cognitive interview, to be held through an online video-call. It will be consisted of verification of the characteristics expressed by the candidate in the candidate's CV and the translation of a text inherent to the subject of the twinning project from English to B/H/S¹ and vice versa.

The interview will be held within the week of **19-23 October 2020**. Once the administrative procedure is completed, the selected candidate will be informed on the expected start of the engagement. Tentatively, it may be on 1 November.

Selected candidate will sign a contract with **Informest**, Cadorna Street, No 36, 34170 Gorizia (Italy), as the Italian selected "Mandated Body" in charge for the administrative and financial accounting of the project.

Applications will not be returned to the candidates.

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