

EU FUNDED TWINNING PROJECT BA 18 IPA AG 01 09 “EU’S SUPPORT TO CAPACITY BUILDING AND GRADUAL UNION ACQUIS ALIGNMENT IN THE FOOD SAFETY SECTOR IN BOSNIA AND HERZEGOVINA”

**JOB ADVERTISEMENT
ASSISTANT TO THE RESIDENT TWINNING ADVISOR
UNDER THE EU FUNDED TWINNING PROJECT**

This EU Twinning Project BA 18 IPA AG 01 19 is a joint project between a consortium formed by:

- State Food and Veterinary Service of the Republic of Lithuania (SFVS),
- Ministry of Agriculture and National Food Chain Safety Office (NÉBIH), Hungary
- Istituto Zooprofilattico Sperimentale dell’Abruzzo e del Molise “G. Caporale”, Italy
- Istituto Zooprofilattico Sperimentale Umbria e Marche “Togo Rosati”, Italy

and the Beneficiary administration: Food Safety Agency of Bosnia and Herzegovina in cooperation with competent authorities of the two entities, namely Federation of BiH and Republika Srpska, and Brčko District of BiH.

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

Purpose of the vacancy: Seeking for the Assistant to the Resident Twinning Advisor (RTA) whose activities include assisting the RTA with co-ordination and management of the Twinning project. The RTA Assistant will be employed full time.

I. The key task of the RTA Assistance:

- Assisting the RTA in the day to day implementation of the project and also for all visiting* short-term experts;
- Providing office management, including the organization of expert missions, trainings, conferences, meetings* including online (e.g „zoom“, „Webex“) and personnel in Mostar*
- 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 workgroups as well as contacts to other beneficiary organizations and project co-ordinators in the Member States;
- Teamwork with the RTA Language Assistant and if necessary, providing translation and interpretation from BCS¹ to English and vice versa;
- Supporting the RTA in locating all relevant documentation for successful project implementation;
- Support the efficient communication between the Twinning partners and the EU Delegation to Bosnia and Herzegovina;
- Drafting and editing written project related materials in the official languages of Bosnia and Herzegovina and English;
- Fulfilling other tasks as assigned by the RTA.

¹ Official languages of Bosnia and Herzegovina

*Subject to COVID-19 pandemic situation.

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II. The requirements for the RTA Assistant candidates:

- RTA 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;
- Valid residence and working permits;
- University degree;
- Minimum 2 years of professional experience;
- Experience in office management and administration;
- Experience in drafting and editing materials, reports, summaries of extensive papers, including economic or financial analyses;
- Knowledge of food safety;
- Excellent organizational skills and abilities in document drafting and reviews;
- Excellent command of spoken and written English;
- Excellent interpersonal and communication skills;
- Excellent computer skills (especially: MS Office, Word, Excel, PowerPoint);
- Capacity to work in a multi-cultural environment;
- Understand and respect all confidential classifications (both of a government or trade nature) of any government or trade documents, statements, or other information he/she may be given during the exercise of his/her duties.

The following will be an advantage:

- Experience in similar projects;
- Common understanding of public administration and food safety area.

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 Assistant will carry his/her duties and tasks on the base of a contract concluded with the State Food and Veterinary Service of the Republic of Lithuania (SFVS).

Duration: 35 months

Salary: 1100 Euro/month (gross value, indirect taxes not included).

Place of work: the project base in the Food Safety Agency of Bosnia and Herzegovina located in Mostar.

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.

The project is an equal opportunity employer.

IV. Application:

- Applications should include a cover letter and Curriculum Vitae in English (CV in Europass format²);
- Certificate of education qualification;
- Certificate on the language knowledge (if available).

² Available at: <https://europa.eu/europass/en/create-europass-cv>

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Applications containing the reference: “RTA Assistant” should be sent to the following e-mail address: daiva.visockiene@vmvt.lt no later than 9 October 2020.

Interviews with short-listed candidates will take place in the premises of the Food Safety Agency of Bosnia and Herzegovina in Mostar* and/or online, if and where relevant, during October 2020.

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