



The IPA 2014 Twinning Project

"Strengthening of the penitentiary system and the probation service"
(MK 14 IPA JH 02 18)

RTA Assistant (ref.001)

The Twinning Project "Strengthening of the penitentiary system and the probation service" is a joint project between the Beneficiary Country, Federal Republic of Germany and Nederland, represented by the Directorate for execution of sanctions, the German Foundation for International Legal Cooperation (IRZ) and the Center for International Legal Cooperation (CILC).

The overall objective of the project is to advance the effectiveness and efficiency of the penitentiary system and development of the effective and sustainable probation service with respect for human rights and dignity of persons deprived of liberty in Penitentiary institutions (PIs) and Correctional-Educational Institutions (CEIs), as well as persons serving probation measures, which will contribute to improving the overall safety in society.

The project is seeking an **Administrative Assistant** to the Resident Twinning Adviser (**RTA Assistant**) for the next 21 months starting as soon as possible, preferably in September 2018. The RTA Assistant will be employed full time and stationed **in Skopje**.

The RTA Assistant may not have or recently (past 6 months) have had any contractual relation with the beneficiary administration that is the Ministry of Justice of the Beneficiary Country.

Main task:

To provide daily analytical, technical and project management support to the Resident Twinning Advisor (RTA) as well as to the short-term foreign experts in implementing their activities of the Twinning project.

Profile:

- University degree preferably in Law, Public Administration or Management
- A minimum of 2 years' experience as assistant/coordinator in the public or private sector in an international environment
- Strong project management skills: ability to plan workloads and timetables, monitor progress, achieve targets, meet deadlines, prioritise activities, attention to detail, persistence and flexibility
- Experience on EU and/or other internationally funded projects and especially as RTA Assistant in a former Twinning project is an advantage
- Excellent knowledge of MS Word, Excel, PowerPoint or equivalent and very good internet skills



This project is funded by the European Union



- Fluent in Macedonian and English; familiarity with legal terminology in English, knowledge in German would be an asset
- Great deal of diplomacy and tact in an international setting
- Ability to work autonomously as well as in a team

Tasks:

- Support to the Resident Twinning Advisor (RTA) in overall project management, analysis, reporting, and record keeping
- Support to the RTA in the preparation and organisation of the different activities from technical point of view
- Organisation of the short-term experts' assignments and meetings as well as project related missions of the Project Leaders and other Member State partner staff
- Provide necessary support in the organisation of seminars and meetings (preparation of invitation letters and documents, etc.)
- Provide ad hoc translation/interpretation
- Facilitate the exchanges between the international team and the different stakeholders
- Other tasks as required

Expected start ad duration of assignment: September 2018 (depending on the notification of the project start by the EU) for 21 months

In case of interest, please send your cover letter and resume in English in Europass format to the following e-mail addresses tadic@irz.de and axel.briemle@t-online.de with reference to the position RTA Assistant (ref. 001) before **07.09.2018**.

We reserve our right to contact only short-listed candidates. Interviews are expected to take place **in the week from 10th to 14th of September** in Skopje.

Legal nature of the contract:

Independent activity based on a service contract. The provider should therefore be registered as a service provider and have a fiscal registration number (i.e. MB, PIB) and will be responsible of the payment of all taxes, and insurances policies in relation with his activity.

