



Twining Contract MN 08 IB EN 01

**Support to Environmental Management**

**Montenegro**

**TERMS OF REFERENCE FOR THE SELECTION OF THE RTA (Resident Twining Advisor) ASSISTANT**

TWINNING CODE: PROJECT MN IB EN 01  
**Support to Environmental Management**

**1. BACKGROUND INFORMATION**

**1.1 Beneficiary Country**  
Montenegro

**1.2 Contracting Authority**  
Studiare Sviluppo Italy

**2. CONTRACT OBJECTIVES & EXPECTED RESULTS**

Provision of services as Assistant to the Resident Twining Adviser (the RTA) under the Twining **Support to Environmental Management** (Twining Project Code: MN 08 IB EN 01) and direct assistance in achieving objectives of the project financed from Twining programme.

**3. SCOPE OF THE WORK**

**3.1 General**

The Assistant's task is to support the RTA and other project experts in their day-to-day advisory work not only as a secretary, translator and interpreter but also as a project assistant dealing with the content of the project. The RTA will assign the assistant with his/her tasks.

The RTA provides technical advice and assists the administration in Beneficiary Country and is in charge of the day-to-day implementation of the Twinning project in BC.

Starting in February 2011 the project aims to support the Ministry of Sustainable Development and Tourism in the implementation and enforcement of relevant EU legislation in Montenegro by improving also the management of relevant environmental issues related to inspecting capacities, activities of the EPA and support to on road environmental investments.

Other beneficiary Institutions will be the EPA (Environmental Protection Agency), and PROCON National Project Implementation Unit in the field of communal services and the environment.

The expertise involved will be mostly from the Italian central and regional Governments, according to the "Twinning" formula.

### **3.1 Specific activities**

In particular, the role of the RTA Assistant will be the following:

- to provide general support to the RTA in terms of office management, record keeping, correspondence and translation
- to draft minutes of meetings, including the minutes of Ad-Hoc Meetings as well as of the regular Steering Committee meetings, preparing notes and summary records
- to draft written material with relation to the project in Montenegro and English languages
- to edit and translate texts and documents relevant to the project (i.e. newsletters, press releases, powerpoint presentations, substantive documents) from English to Montenegro language and from this to English, and provide interpretation on a daily basis
- to assist the RTA in the organization of training sessions, experts' missions, study visits and meetings
- to assist the RTA in the organization of Short Term Experts' assignments and meetings, as well as project related missions of the Project Leader and other MS staff
- to support the RTA in developing and maintaining close working contacts and relations with officials involved in the project and project co-ordinators in the Member State;
- to provide necessary support to the BC in the organization of workshops and meetings (e.g. Preparation of invitation letters and documents providing logistical support)
- linguistic assistance with the Montenegro administration;
- research of documents and reports and preparation of synthesis;
- accompanying or representing the RTA in committees, working party meetings, workshops and seminars;
- assistance in activities such as training, meetings, workshops, seminars, etc. and in the administrative tasks involved when required;
- organization of meetings for RTA and/or other experts with Montenegro partners and/or authorities;
- assistance to RTA in his/her relations with Montenegro public offices relevant for project activities;
- other tasks (e.g. internet research, summarizing of information...).

## 4 LOGISTICS AND TIMING

### 4.1. Location

Podgorica (some travels within the country are required)

### 4.2. Duration

She/he will be recruited for 22 months (beginning April 2011) and paid by the project and shall not have had any contractual relation within the Ministry of Sustainable Development and Tourism in the 6 months prior to appointment.

The salary shall be based on a full working time of 40 hours for a five day working week

## 5 REQUIREMENTS

The Assistant will have the status of an independent consultant,. Therefore, he/she will be self employed and will take full responsibility for payment of all taxes and obligations deriving from the legislation in force, including those related to medical and social insurance.

### Compulsory requirements:

- University degree, preferably in environmental sciences, or any other relevant
- specialization (economics, law, technical sciences, political sciences, international relations, languages and other relevant academic degree).
- Preferably familiarity with environmental sectors.
- At least one year of professional experience in a similar position.
- Advanced knowledge of English language, and excellent drafting skills, acquired through studies or professional experience abroad.
- Advanced computer skills, including a first-class command of MS Office, Outlook, Internet et alia.
- Good disposition for public relationship

### Optional requirements:

- Knowledge of Italian language ( spoken).
- Problem-solving approach and readiness to work hard and flexibly as part of an international result-oriented team;
- Experience in a national or international governmental agency or in international consultative processes;
- Familiarity with EU pre-accession issues;
- Previous similar experiences;

## 6 MONITORING AND EVALUATION

The candidate will be confirmed in the post after a trial period of three months, if this trial period is satisfactory.

Monitoring and Evaluation of the work of the RTA assistant shall be carried out by the RTA and the Project Leaders.

## 7 SELECTION PROCEDURES

To apply a curriculum and a cover letter in English should be sent till the **01<sup>st</sup> of April 2011**. at the following addresses: [nada.medenica@mrt.gov.me](mailto:nada.medenica@mrt.gov.me) and [milena.kapa@mrt.gov.me](mailto:milena.kapa@mrt.gov.me)

A short-list of at least three candidates will be compiled on the basis of the curricula received.

The candidates will be selected from the short list after an oral interview and a written test in English .

## 8 REMUNERATION

The salary is € 1.100,00 / month. The salary is paid at the beginning of each month for the previous month based on a report and time-sheet approved by the RTA. Possible travels within Montenegro will be reimbursed according to the provisions in the project's budget and according to Twinning rules.