



Job Announcement for RTA Assistant (RTAA) for EU-Twinning Project

1. BACKGROUND

The European Commission is financing the Twinning project MN 17 IPA OT 02 18 entitled "Support to Human Resources Management in the public sector" in Montenegro.

The project will be implemented by Finland (Lead Member State) and Croatia (Junior Member State) through the HAUS Finnish Institute of Public Management. The implementation period is 21 months starting in October 2018. The beneficiary administration is the Human Resources Management Authority and Administrative Inspection Service.

The overall objective of the project is to improve the management of human resources in the Montenegrin public sector according to the standards of an efficient, service oriented and more transparent public administration.

The specific objectives of the project are to improve the capacity to plan and manage merit-based recruitments, professional development and trainings of civil servants according to European best practices and to enhance the capacities of the Administrative Inspection Service. The Resident Twinning Advisor (RTA) will reside in Podgorica during the project's implementation period.

2. THE POSITION

HAUS wishes to recruit one Assistant to the project's RTA. The assistant will be employed by the HAUS.

Starting Date for Employment

November 2018

Place of Employment

Podgorica, with possible short trips to different locations within Montenegro

3. TASK

- Directly reports to the RTA in daily duties
- Organization of meetings with relevant authorities' management and staff
- Attendance of meetings and drafting minutes
- Providing organizational and logistic support related to Short Term Experts' missions
- Coordination among involved departments of the beneficiary and other institutions participating in the project



- General office management
- Establishing and maintaining proper document recording system
- Organization of trips within Montenegro and EU for project participants, including room reservations, flight ticket, venue booking and other logistic support
- Assistance to the RTA in the preparation of administrative and technical reports and various working papers for the project activities
- Providing organizational and logistic support related to training, study tours and visits to the EU Member States
- Providing assistance for communication between the RTA and relevant institutions

This list is not exclusive of other possible tasks.

4. PROFILE

Requirements

- a. A level of education which corresponds to completed university studies of at least 4 years attested by diploma in Social sciences (Law, Economics, Literature and other relevant fields)
OR
A level of education which corresponds to completed university studies of at least 3 years attested by diploma followed by professional experience of at least 3 years relevant to the duties involved
- b. At least 5 years of relevant experience working with international organizations/donors
- c. At least 5 years of previous experience in in collaboration and communication with central and local level governmental authorities
- d. At least 5 years of previous experience in providing efficient organisational and logistic support related to workshops, trainings, and study tours.
- e. Previous experience in preparing administrative and technical reports and various working papers for the project activities to a professional standard
- f. Proficiency in English and Montenegrin
- g. Excellent writing skills in English and in Montenegrin
- h. Previous experience in international assistance projects
- i. Ability to work in an international environment
- j. Good communication skills
- k. Proficient computer skills, including Microsoft Office applications
- l. Strong administrative and organizational skills, ability to work independently

Assets

- i. Previous experience in the EU funded projects
- ii. Knowledge of Montenegrin Public Administration, in particular HRMA and European Commission's work



5. OTHER

The honoraria will be 1.500 Euros monthly (indirect taxes not included).

Contract services will be signed for 21 months with HAUS (Finnish public sector organization responsible for the management of the Twinning project) as Contracting Authority.

Working hours: According to organisation timetable of where the project office is located, and to the project's scheduled activities.

Flexibility regarding working hours in the office is required. Overtime may be necessary at times.

The place of work is Podgorica. Travel within Montenegro and abroad may be necessary.

6. EVALUATION

The evaluation of candidates will be carried out based on written tests and/or interview. Appropriate certificates means will be asked from candidates to verify candidates' compliance with requirements and additional qualifications.

7. APPLICATION

Please send your application **in English** (Europass CV format¹) and Motivation letter via e-mail to the following email addresses: riitta.paalanen@haus.fi and delegation-montenegro-tender-clarifications@eeas.europa.eu. Please indicate as the subject of the email: **"Application RTA Assistant – Montenegro"**. Please include an email and a telephone contact number in the application.

All applications received with no reference to the post advertised or in any other format different from the Europass CV format or in a language other than English will automatically be rejected.

Deadline for submission: 16 November 2018, 16:00 h

Only shortlisted candidates will be contacted.

Late and incomplete applications will not be taken into consideration.

NOTE: Twinning Manual foresees that the chosen assistant is not a civil servant or agent of the beneficiary (past 6 months) nor is on leave from the beneficiary to take up the position of the RTA assistant.

¹ Europass CV format can be found here: <https://europass.cedefop.europa.eu/documents/curriculum-vitae>