



**TWINNING PROJECT
MK 24 IPA AG 01 24**

“Strengthening the national phytosanitary system”

Job Vacancy Announcement for:

Resident Twinning Adviser (RTA) Assistant

Post reference number:	RTA/A/1
Place of work:	Ministry of Agriculture, Forestry and Water Economy - Phytosanitary Directorate 2, Leninova 1000 Skopje Republic of North Macedonia
Estimated starting date:	15 th September 2025
Period of employment:	27,5 months (full time)
Closing date for applications	Friday, 29 th August 2025 (24:00, GMT+1)

1. BACKGROUND

This EU funded Twinning Project MK 24 IPA AG 01 24 is under implementation of the consortium formed by:

- Ministry of Agriculture, Food Sovereignty and Forests (MASAF) of Italy (Leader Partner)
- Informest, Italy (Project Mandated Body)



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- Ministry of Rural Development and Food (MRDF) of Greece (Junior Partner)
- Ministry of Agriculture, Forestry and Fisheries (MAFF) of Croatia (Junior Partner)

The Beneficiary administration is the Ministry of Agriculture, Forestry and Water Economy (MAFWE) – Phytosanitary Directorate of the Republic of North Macedonia.

The objective of the project is to protect the human, animal, plant and the environment through improvement of the National plant protection system, for proper implementation of the policy and legislation in line with the *acquis*.

2. DUTIES

Reporting directly to the *Resident Twinning Adviser* (RTA) under this Twinning project, the RTA Assistant's daily 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;
- administrative support to the MS Experts involved in short-term working missions (including via videoconferencing tools*) to North Macedonia 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 Twinning Contract, including organization of training sessions, conferences, expert missions etc. and related administrative tasks;
- working on travel arrangements and meetings arrangements for the Project Leaders, RTA, the Short-Term Experts from Italy, Greece and Croatia and other Twinning partners' representatives involved in the project;

* In operationally justified cases, and in agreement with the Contracting Authority, there may be activities implemented by short-term experts from the Member States via videoconferencing tools (4.1.7 of the Twinning Manual rev. 2017, updated 2022).





- preparing required documentation for Experts' missions and other materials: Terms of Reference, Mission Certificates, Side Letters, records keeping and travels for Project Leaders, including the RTA expenses and implementation expenses;
- supporting 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 Macedonian and English languages;
- taking minutes of meetings, Steering Committees, workshops etc. and preparing notes and summary records;
- supporting the RTA in his liaison with the Delegation of the European Union to North Macedonia and all relevant national institutions;
- other duties and *ad hoc* support to the RTA including advice and guidance on local issues, social media management and implementation of communication and visibility activities;
- supporting the RTA Language Assistant in translation and interpretation, if and when needed.

3. QUALIFICATIONS AND EXPERIENCE REQUIRED

The candidate is expected to be individual with excellent written and oral communication skills and the ability to work closely with the Project Leader (PL), the RTA and the 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 his/her hiring.

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;



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- Excellent drafting abilities;
- Capacity to maintain effective document and record management;
- Organizational capacities;
- Fluency in both written and spoken Macedonian and English languages;
- Good computer skills, including MS applications (Word, Excel, Outlook and Power Point);
- Good skills 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 to the present position:

- Academic background in agricultural sciences;
- Experience as an assistant on other EU- and/or international donor-funded projects, particularly IPA/ENI-funded twinning 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 North Macedonia;
- Knowledge of the EU policies and institutions;
- Knowledge of the Twinning Manual (please check the latest updated version at: https://enlargement.ec.europa.eu/system/files/2022-10/Twinning_manual_2017_update_2022_EN.pdf).

4. 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.



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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.

All the contractual aspect will be discussed directly with the agency “Informest”, the official Mandate Body appointed by the Italian Ministry of Agriculture (MASAF – implementing authority) for the administrative and financial management of the project.

5. APPLICATION AND SELECTION PROCEDURES

Qualified candidates should send their applications for the above-mentioned position, duly completed in English, not later than **Friday, 29th August 2025 (24:00, GMT+1)** to the following email addresses:

- ✓ phytotwinningmk@gmail.com (project's email)
- ✓ g.giorgi@masaf.gov.it (Twinning back-office at the MASAF)
- ✓ 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 format*) in English language with a detailed description of professional experience and education (with exact dates);
- 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.

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





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 to attend for a 30-minute cognitive interview, to be held in presence. 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 Macedonian and vice versa.

The interview will take place **between 10 and 11 September 2025**. Once the administrative procedure is completed, the selected candidate will be informed on the expected start of the engagement. Tentatively, it may be on **15th September 2025**.

Selected candidate will sign a contract with **Informest**, Cadorna Street, n. 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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