



European Union Twinning Project

Twinning number: PS 21 NDICI EN 01 23 R

“Environment and climate change mainstreaming in national development strategies and policies”

will be seeking to recruit **Resident Twinning Advisor (RTA) Assistant**

Duration of the Project implementation: 19 December 2023 to 18 December 2025

Work place: is based Ramallah, Palestinian Environment Quality Authority.

Contract type: fixed term **service contract**

Duration of the contract: during project implementation period from first working day in February 2024 to 18 December 2025

The RTA Assistant will report directly and will be supervised by the RTA.

1. RTA assistant

Tasks:

- To be the main assistant to the Resident Twinning Advisor (hereinafter - RTA), the project leader and short-term experts in the beneficiary country (hereinafter - BC);
- To help the RTA to coordinate and implement the Twinning Project and to help manage RTA accounting;
- To help RTA organize visits, trainings and seminars for short-term experts, also meetings of the supervisory committee and other events in cooperation with RTA and BC partners;
- To help RTA organize meetings and prepare meeting agendas;
- To prepare and edit minutes of the meetings, assist RTA in drafting and editing monthly, quarterly and final project reports, work plans and any other relevant documents;
- To manage the office, including filing, organizing trainings, expert missions, local travels, general desk office work and etc.;
- To provide translations for documents, interpretation for meetings and other project activities when needed;
- To help organize purchase for the visibility and communication materials in the BC;

- To help organize trips and study visits, including hotel booking and making other relevant travel arrangements; To help organize above-mentioned activities and works in online means, if needed.

Requirements for the RTA assistant:

- having valid residence and working permits in Palestinian Authority;
- University degree;
- The RTA assistant may not have had any contractual relation during at least the last 6 months with the beneficiary administrations, namely Palestinian Environment Quality Authority;
- Excellent command of spoken and written English and Arabic;
- Computer literacy (e.g. Word, Excel, PowerPoint, Internet);
- the RTA assistant must be able to work fairly independently as well as part of a team and be initiative and flexible;
- Excellent organizational and communication skills;
- Team-player;
- Some understanding of financial management;
- Excellent abilities in drafting documents.

The following skills will be considered as an asset for RTA assistant:

- Knowledge of Palestinian Authority legislative framework in the area of Environment Quality;
- Experience in EU funded projects and/or as RTA Assistant in a former Twinning project;
- Experience of working in an international environment.

Interested candidates are requested to submit their (1) **CV** and a (2) **letter of application (motivation) in English** via e-mail to the following address: RTA Mr. **Vaclovas Bajorinas** vaclovas.bajorinas@apva.lt and Mr. Gintaras Makstutis g.makstutis@cpva.lt till 15th **January 2024**. **Only shortlisted candidates will be invited to attend a pre-selection interview.** For any further information please contact RTA Mr. **Vaclovas Bajorinas** vaclovas.bajorinas@apva.lt and Mr. Gintaras Makstutis g.makstutis@cpva.lt

The above-mentioned Twinning project is an EU funded joint project between **Lithuania**, represented by the Ministry of Environment (MoE) of the Republic of Lithuania; Environmental Project Management Agency (APVA) of the Ministry of the Environment of the Republic of Lithuania; Central Project Management Agency and **Austria**, represented by Federal Ministry for Climate Action, Environment, Energy, Mobility, Innovation and Technology; Environment Agency Austria; Austrian National Public Health Institute/ Competence Centre Climate and Health and **Palestinian Authority**, represented by Palestinian Environment Quality Authority.

The specific objective of the project is to develop, validate and support the utilization of new guidelines for environment and climate change mainstreaming.

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 the Palestinian Authority, including for those related to medical and social insurance. The RTA Assistant will carry his/her duties and tasks on the base of the concluded contract.