



Job Announcement for full-time Project/RTA Assistant - EU Twinning Project

Twinning Project Reference Number: MK 22 IPA ST 01 24

The EU Twinning Project

“Improving quality and comprehensiveness of environmental and health statistics”

is seeking to recruit:

FULL-TIME PROJECT/RTA ASSISTANT

Duration of employment: up to 22 months, indicative starting date 1st December 2024.

The position is based in: Skopje, Statistical State Office, Dame Gruev, 4 (Beneficiary Administration).

Background information

The EU Twinning project is funded by the European Union with Istat – the Italian National Institute of Statistics as the contracting partner and CSI - Piemonte, GSE - Energy Services Agency and SGI - Italian Geographical Society as contract partners.

The purpose of the project is to strengthen the capacity for production and dissemination of environmental and health statistics. The beneficiary institution is the Statistical State Office (SSO) of the Republic of North Macedonia.

The Resident Twinning Adviser (RTA), an officer of Istat seconded to North Macedonia on a full-time basis, will carry out the daily coordination of the project, together with her Macedonian counterparts and in cooperation with the Project Leader in Italy.

The RTA will be assisted by one local assistant.

The RTA assistant will focus on support to project administration, logistics, drafting minutes, translation, interpretation, etc.

Contractual nature of the job

The assignment is full-time. The Assistant will carry his/her duties and tasks on the base of a contract concluded with SGI/Istat. The contract will run from the date of the signature throughout the period of implementation of the Twinning Contract.

The successful applicant will have the status of self-employed and she/he will undertake full responsibility for the payment of all taxes and obligations deriving from the legislation in force in North Macedonia, including for those related to social security and welfare.

According to the rules governing the project, the applicant must not have been in any contractual relation with the public sector in North Macedonia at least 6 months prior to the starting date.



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Qualifications

- Bachelor's degree or master's degree in Economics, Business Administration, Project Management, or any other discipline relevant for the position
- Excellent command of spoken and written Macedonian and English languages
- Experience in project implementation and management, preferably in an EU project, international office or in the public administration sector
- Ability to draft documents and prepare reports both in Macedonian and in English
- Excellent organizational and analytical skills
- Ability to establish and maintain effective working relations
- Ability to translate and interpret from/to English with fluency
- Very good computer skills and ability to operate Windows applications (especially Excel and Power Point), Internet and e-mail
- Skills in using social media
- Ability to work under pressure and to prioritize

Additional qualifications which would be considered an advantage

- Knowledge of and/or experience in EU policies and institutions
- Knowledge of Albanian language

Job description

Under the direct supervision of the Resident Twinning Adviser (RTA) the incumbent is required to perform full secretariat work for the project and to assist RTA, Project Leader (PL) and Short Term Experts (STEs) in all project activities and-related tasks. Among others:

- serve as focal point on all local administrative policies and procedures
- support the RTA in implementing and applying project administrative policies and procedures
- assist the RTA in communications, liaison and general working relations with the Beneficiary Country, public offices and institutions relevant to Project activities as well as with members of the project management team and STEs of the project
- support the RTA in the organization of meetings, experts' missions, trainings, seminars, workshops, steering committee meetings, and other project events
- draft the minutes and any other relevant document of the Steering Committee Meetings and other meetings
- assist the RTA in drafting and editing quarterly and final project reports and any other relevant document and in the dispatching to the Member State partners
- provide translation and interpretation services from/to English, when required
- make all travel arrangements, ticket booking, reservations, scheduling airport pickup and transportation needs for arrivals and departures of Project Experts, as required
- keep contact with members of the project management team and STEs of the project
- set up and maintain a comprehensive filing system for management, storage and sharing of all project documentation system
- compile mailing lists for distribution of documents, publications and newsletters
- provide assistance to the RTA in liaising with SGI on financial and administrative matters
- maintenance and reconciliation of project's basic budget accounting records (mission certificates, mission reports), archiving of financial documentation (invoices, etc.)
- draft, review and edit text relevant to the project (newsletters, press releases, PowerPoint presentations and documents) in English and in Macedonian
- support the project's visibility and media activities, handling public relations matters including organizing any Press Conferences – liaison for all media related activities
- manage Social channels
- office management, monitoring telephone and general correspondence



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- maintain confidentiality in all matters relating to the work of the Project.

Application and selection process

Interested candidates are requested to submit their CV (Europass format) and a motivation letter in English via e-mail to the following addresses: zindato@istat.it (Resident Twinning Advisor) and quaresima@istat.it (Project Manager) and urs.stat@societageografica.it (SGI Administration) no later than 15 November 2024 with object "TWINNING ST 01 – RTA-ASSISTANT".

Only shortlisted candidates will be invited to attend an interview. Tentative period for the interviews is 18-29 November 2024. Interviews are expected to be conducted in Skopje, at SSO premises (Dame Gruev, 4).



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