###### *Job Advertisement for Assistant to the RTA*

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**The European Union funded**

**Twinning Project “Support to pension reform in Azerbaijan – Phase 2”**

**Ref. AZ/20/ENI/SO/01/21 (AZ 59)**

**is seeking to recruit an**

**Assistant to the Resident Twinning Adviser (RTA Assistant)**

The Twinning Project “Support to pension reform in Azerbaijan – Phase 2” is a joint project between the Republic of Azerbaijan and the Republic of Lithuania, represented by the Ministry of Labour and Social Protection of Population of the Republic of Azerbaijan and the Ministry of Social Security and Labour of the Republic of Lithuania.

The overall objective of the project, which is implemented by the state institutions from Lithuania, is to contribute to strengthening resilience of the pension system in Azerbaijan.

The project is seeking an Assistant to the Resident Twinning Adviser (RTA Assistant), whose activities include assisting the RTA with co-ordination and management of the Twinning project.The project will start on the 2nd of August 2022 and the duration is 24 months.

The RTA assistant will be hired full time on a service contract and stationed in Baku. The RTA

Assistant **shall not** have been in any contractual relation with the public sector in the Beneficiary Country, Azerbaijan, during at least the 6 months preceding their hiring.

**The tasks of the RTA Assistant include:**

## Assisting the RTA in the day-to-day implementation of the project;

## Office management;

## Undertaking general administration duties required for project implementation;

## Maintaining close working relationships and dialogue with BC administration and counterparts;

## Maintaining filing systems and arranging for the exchange of information between project participants;

## Taking care of mission preparations and filing mission reports, time sheets and mission certificates

## Organization of seminars, training events, meetings and other visits out of Azerbaijan;

## Preparation of quarterly Project Steering Committee Meetings including preparation of Quarter Interim Reports;

## Acting as translator/interpreter, when necessary.

The RTA Assistant will be recruited in accordance with the following selection criteria:

**Required skills and experience**

## Preferably University Degree (VII/1 or 240 credits according to ECTS) in economic or social protection or any other discipline relevant for the position;

* Fluent in spoken and written Azerbaijani with an excellent command of written and spoken English;

## Practical experienced in day-to-day provision of translation and interpretation support to international advisors / experts;

## Proven experience in office management and project administration;

## Experience of international donor funded projects, for example: EU funded projects, such as Twinning projects would be an advantage;

## Excellent Computer skills (MS Word, Excel, Internet, etc.);

## Excellent organisational skills;

## Excellent inter-personal and communication skills.

**Asset**

* Experience in actuarial calculations.

Candidates should send a copy of their CV (in Europass format) with a cover letter in English, by e-mail to indrija.askeloviciene@esf.lt marked “RTA Assistant” **by** **15 August 2022**. Short listed candidates will be invited for an interview.

The following documents should be annexed in scanned versions to the application:

## Certificate on educational qualification;

## Certificate of language knowledge (if it is available);

## References from previous employer(s) if it is available.

 **This project is funded by the European Union**