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EU funded Twinning Project

“**Support to the Antimonopoly Committee of Ukraine (AMCU) in further approximation of legal, procedural and case enforcement practices with EU antitrust and merger control practices**”

Twinning number: UA 19 ENI FI 02 19

Is seeking to recruit **Assistant** to the Resident Twinning Advisor (RTA)

Duration: till 24th of May 2022 (indicative start date: end of November 2021)

Position is based in 45, Vasyl Lypkivsky Metropolytus, Kyiv, 03035, Ukraine.

Gross monthly salary: 1.500 EUR

Contract type: fixed term service contract.

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

**Tasks of RTA Assistant:**

* Act as a principal assistant to the RTA and visiting short term experts;
* Assisting to the RTA with project co-ordination and management;
* Assisting to the RTA in organization of experts’ missions, trainings, seminars, workshops, steering committee meetings, and other project events;
* Overall management of the office administration, including filing, organizing trainings, expert missions, local travels, general desk office work etc.;
* Assisting in organization of meetings in cooperation with RTA and Beneficiary Country partners, preparing meeting agenda and taking minutes;
* Drafting and editing of minutes of meetings, assisting to the RTA in drafting and editing monthly, quarterly and final project reports and any other relevant documents;
* Developing and maintaining close working contacts and relationships with Beneficiary Country officials involved in each of the activities and the project management;
* Assisting in handling of budget accounting;
* Act as a translator and interpreter (Ukrainian to English and English to Ukrainian) when needed;
* Arrangement of travel, booking accommodation and study visit;
* Office management, monitoring telephone and general correspondence;
* Perform other tasks as assigned by the RTA.

**Requirements for RTA Assistant:**

* University degree;
* The RTA Assistant may not have or recently (past six months) have had any contractual relation with the beneficiary administration;
* Excellent command of spoken and written English and Ukrainian language;
* 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;
* Some understanding of financial management;
* Excellent abilities in drafting documents.

**The following skills will be considered an asset for RTA Assistant:**

* Experience in EU funded projects, especially as RTA Assistant in a former Twinning project;
* Communication skills;
* Experience of working in an international environment;
* Knowledge of the Lithuanian, German, Romanian and Russian languages;
* Knowledge of EU policies and institutions;
* Team player.

The interested candidates are requested to submit their **CV and a letter of application** in English **by 19th November, 2021** via e-mail to the following addresses: [sarunas.pajarskas@kt.gov.lt](mailto:sarunas.pajarskas@kt.gov.lt) and [d.kontrimavicius@cpva.lt](mailto:d.kontrimavicius@cpva.lt). **Shortlisted candidates only will be invited to attend an interview**. The date and place of the interview will be additionally indicated to the shortlisted candidates.

For any further information please contact Mr. Sarunas Pajarskas, e-mail: [sarunas.pajarskas@kt.gov.lt](mailto:sarunas.pajarskas@kt.gov.lt), and Mr. Dalius Kontrimavičius [d.kontrimavicius@cpva.lt](mailto:d.kontrimavicius@cpva.lt).

The above-mentioned Twinning project is an EU funded joint project between **Lithuania**, represented by Competition Council of the Republic of Lithuania (CCRL) together with Central Project Management Agency (CPMA), **Germany,** represented by Federal Ministry of Economic Affairs and Energy (BMWi) together with Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), **Romania**, represented by Romanian Competition Council (RCC) together with General Directorate for Mechanisms and Non-reimbursable European Financial Instruments within the Ministry of European Funds (TwTAAA) and **Ukraine,** represented by the Antimonopoly Committee of Ukraine (AMCU).

**The purpose of the project** is to increase effectiveness, transparency and consistency of the competition policy in Ukraine on the basis of closer alignment with the EU competition framework, as required by AA/DCFTA.

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