

**VACANCY N. 3/11 IN FOREIGN COUNTRIES FOR A RTA ASSISTANT
IN THE FRAME OF THE TWINNING PROJECT "INSTITUTIONAL SUPPORT TO THE MINISTRY OF
ENVIRONMENT AND SPATIAL PLANNING (MESP) IN KOSOVO"**

The Instrument of Pre-Accession Assistance (IPA) has financed a twinning project for Institutional Support to the Ministry of Environment and Spatial Planning (MESP) of Kosovo. This project will be implemented by the same MESP together with the Italian Regional Agency for the Environmental Preservation and Protection of Veneto Region (Project Leader), the French Ministry of Ecology, Sustainable development, Transport and Housing (Junior Project Leader) and other Italian and French institutional partners.

INFORMEST, acting as mandated body of ARPAV in the project, is recruiting a RTA assistant to be hired in the frame for project implementation at local level.

All qualified candidates are encouraged to apply to the above-mentioned position.

INFORMEST will publish on the website the results of the selection.

For further information, please read here beneath:

1. INSTITUTION :

INFORMEST

Via Cadorna, 36 - 34170 GORIZIA

Tel: 0481/597411 – Fax: 0481/537204

E-mail: area.progetti@informest.it

Website: www.informest.it

Contact person: Sandra Sodini – Director of Economic Cooperation Department

2. Job profile:

RTA Assistant

3. Duration

Duration of the assignment: 24 months

Working days: full time (1 month vacation leaves each year)

4. Deadline for submission of the application:

31 October 2011

5. Main duty station

Location of assignment is Prishtina, Kosovo.

6. Main tasks:

The RTA Assistant should implement, but not be limited to, the following activities:

- Translation and interpretation in the daily relations with the staff of the Ministry of Environment and Spatial Planning and of other relevant Kosovan stakeholders in compliance with the project necessities;
- Facilitation of the liaison between the Member State (MS) Partners and the Beneficiary Country (BC) Partners;
- Assistance on daily management and co-ordination of project implementation;
- Assistance on management reporting (progress, completion);
- Contribution to quality assurance of project outputs with a special focus on Albanian and Serbian languages;
- Assistance to project management as needed to ensure good communication with non-English speaking stakeholders;
- Assistance in monitoring progress of working groups;
- Assistance in the organization of meetings (including periodical partnership meetings), seminars, workshops and study tours;
- Project office administration;
- Supporting mandated body in organization and management of project communication (web site, business cards, project logo, brochures, pamphlet, information documents, ecc) and of project visibility (organization of workshops, seminars, study tours, ecc);
- Support to the organization of expert missions, including the verification and management of mission reports according to Twinning Manual provisions;

7. REQUIRED COMPETENCES:

Profile

- Higher education.
- Relevant technical qualifications and experience in at least 3 of the thematic areas of the EU project.
- Minimum 5 years of relevant professional experience with applied EU and IFI funded projects and development programmes.
- Professional experience with Environmental Management and EU relevant Directives project could be an advantage.

Personal qualifications

- Excellent interpersonal skills and understanding of the advisory role;
- Fluency in English, Albanian and Serbian;
- Networking and Communication skills;
- Ability to work with complex problems;
- Energetic and persistent work effort - ability to start-up processes;
- Leadership, management and coordination skills are important.

8. TO APPLY

Candidates should fulfil the forms that can be downloaded by the following website: <http://www.informest.it/lavora-con-noi/avvisi-posizioni-estero.aspx>. Whenever fulfilled, these forms should be sent, **within 31 October 2011, at 1:00 pm**, by fax number (+39 0481 537204) or email (informest@informest.it) indicating the subject "Twinning Project", together with the following documentation:

8.1) The requests of participation, duly signed, demonstrating possession of the requirements as per above point 7) using the request for participation form published on the purchaser profile page and forming an integral part of the present notice, enclosing also a photocopy of a valid identity card or passport of the requesting party;

8.2) Curriculum Vitae (Euro pass format).

Any requests received after the deadline, incomplete or unsigned will not be admitted to the present qualification procedure.

The pre-selected candidates (at least 3) will be interviewed in the Ministry of Environment and Spatial Planning – Relindja Building, 15th Floor – Prishtina (Kosovo) at the beginning of November 2011. The exact date and time for each interview will be communicated directly to the experts.

Date: 17 October 2011

Firma:

A handwritten signature in black ink, appearing to be "Sed", written over a horizontal line.