



EU funded Twinning Project under the Transition Facility Programme

**“Ensuring optimal health care for people with mental health disorders”  
(CRO MHD)**

Twining number: HR 14 IB SO 02

Is seeking to recruit:

**Assistant to the Resident Twinning Advisor - RTA**

Duration: 2 months, from: **20 February, 2017. – 20 April, 2017.**

Position is based at the: **Croatian Institute of Public Health**  
Rockefellerova 7,  
10000 Zagreb, Croatia

Gross monthly salary: 1.800,00 EUR fixed term contract

**1. RTA Assistant**

**Tasks:**

- Acting as a principal assistant to the RTA and visiting short term experts;
- Assisting the RTA with project co-ordination and management;
- Assisting the RTA with organization of experts’ missions, trainings, seminars, workshops, steering committee meetings and other project events;
- Overall management of office administration, including filing, organizing trainings, expert missions, local travels, general desk office work etc.;
- Collate, organize and distribute materials for project staff and for activities throughout the project;
- Assisting in organization of meetings in cooperation with RTA and Beneficiary Country partners, preparing meeting agenda and taking minutes;
- Taking notes in meetings and drafting and editing of minutes of meetings, assisting 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;
- Acting as a translator and interpreter (Croatian to English and English to Croatian) when needed;
- Arrangement of travel, booking accommodation and study visits;
- Office management, monitoring telephone and general correspondence;
- Perform other relevant tasks linked to this project at the request of the RTA.

**Requirements for the RTA Assistant:**

- University degree;
- The RTA Assistant may not have or recently (past six months) have had any contractual relation with the beneficiary administration;
- Knowledge of administrative assistant responsibilities and basic understanding of financial management;
- Excellent command of spoken and written English language;
- Computer literacy (e.g. Word, Excel, PowerPoint, Internet);
- Excellent organizational and communication skills;
- Ability to carry out tasks independently with minimal supervision;
- Ability to work well in a team;
- Capacity to uphold confidentiality;
- Be efficient in meeting deadlines and achieving results.

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

- Experience in working with Croatian public administration in Twinning or Technical Assistance projects;
- Experience in EU funded projects, especially as RTA Assistant in a former Twinning project;
- Experience of working in an international environment;
- Knowledge of EU policies and institutions.

Interested candidates are requested to submit their CV and a letter of application in English via e-mail addressed to Dr. Hugo Koetsier at: [hugo.koetsier@hzjz.hr](mailto:hugo.koetsier@hzjz.hr) by **7<sup>th</sup> of February 2017**.

Shortlisted candidates only will be invited to attend an interview. Interviews are scheduled to be held on the **February 10, 2017. in Zagreb**.

For any further information please contact Dr. Hugo Koetsier at: [hugo.koetsier@hzjz.hr](mailto:hugo.koetsier@hzjz.hr) or Dr. Ionela Petrea at: [ipetrea@trimbos.nl](mailto:ipetrea@trimbos.nl).

The above mentioned Twinning project is a joint project between The Netherlands represented by the Trimbos Institute - Netherlands Institute for Mental Health and Addiction, and the Republic of Croatia represented by the Ministry of Health.

The main objective of the project is strengthening of protection of mental health through strengthening community capacities and improving public knowledge on mental health issues.

