



EU co-financed Twinning Project under the Transition Facility Programme

“Improvement of quality of the National Cancer Screening Programmes implementation (CRO SCREENING)”

Twinning number: HR 14 IB SO 01

Is seeking to recruit:

1. Assistant to the Resident Twinning Advisor - RTA
2. Language assistant to the Resident Twinning Advisor - RTA

Duration: 12 months (indicative start date: February 2016)

Positions are based in Zagreb

Gross monthly salary: 1.800 EUR fixed term contract

1. RTA assistant

Tasks:

- 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 (Croatian to English and English to Croatian) when needed;
- Arrangement of travel, booking accommodation and study visit;
- Office management, monitoring telephone and general correspondence.

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.
- Excellent command of spoken and written English and Croatian 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 language and/or Slovenian language;
- Knowledge of EU policies and institutions;
- Teamplayer.

2. RTA language assistant**Tasks:**

- Act as a language assistant to the RTA and assist visiting short term experts;
- Translate written materials with relation to the project in Croatian and English;
- Interpret during missions; meetings, workshops, seminars, trainings and other project events;
- Developing and maintaining close working contacts and relationships with Beneficiary Country officials involved in each of the activities and the project management;
- Performing all other duties assigned e.g. cooperate and work with RTA Assistant in daily management of the project related activities.

Requirements RTA language assistant:

University degree;

- RTA language 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 language and Croatian language;
- Computer literacy (e.g. Word, Excel, PowerPoint, Internet);
- Experience in medicine related translation and interpretation;
- Experience in IT related translation and interpretation;
- Excellent organizational and communication skills.

The following skills will be considered an asset RTA language 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 language and/or Slovenian language;
- Teamplayer.

Interested candidates are requested to submit their CV and a letter of application in English via e-mail to the following address: Prof.Dr. Giedrius Vanagas, g.vanagas@gmail.com and Prof. Habil. Dr. Narimantas Evaldas Samalavičius narimantas.samalavicius@nvi.lt by **30.11.2015**. Shortlisted candidates only will be invited to attend an interview. Interviews are scheduled to be held on 10. and 11.12.2015 in the premises of the Ministry of Health in Ksaver str. 200 a, Zagreb.

For any further information please contact Prof.Dr.Giedrius Vanagas, e-mail: g.vanagas@gmail.com or Prof. Habil. Dr. Narimantas Evaldas Samalavičius narimantas.samalavicius@nvi.lt . The above mentioned Twinning project is a joint project between Republic of Lithuania represented by the National Cancer Institute and Lithuanian University of Health Sciences, Republic of Slovenia represented by National Institute of Public Health and Republic of Croatia, represented by the Ministry of Health and Croatian Institute of Public Health .

The purpose of the project is to enhance the quality of the National Cancer Screening Programmes implementation.