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**The European Union’s Transition Facility for Croatia**

**EU funder Twinning Contract No. HR 14 IB SO 03**

 **‘Education of mentors for nurses and midwives in Health System in Croatia and full implementation of the educational curriculums adjusted with Directive 2005/36/EC’ (CRO NURSE)**

Is seeking to recruit a:

**Project Assistant to the Resident Twinning Advisor (RTA)**

A vacancy has arisen for an enthusiastic, confident and self-motivated person to become a member of a small project team working on a European Union funded Twinning Project in Croatia. The project will be based in Zagreb and will focus on the delivery of training to Mentors for Nurses and Midwives and the implementation of educational curriculums in the Health System of Croatia.

The role of the Project Assistant to the Resident Twinning Advisor will be to act as a principal assistant to the RTA in different aspects of her daily work, and visiting short term experts, in the following tasks:

* Assisting RTA in organization of experts’ missions, trainings, seminars, workshops, Steering Committee meetings, and other project events, including booking accommodation, arranging meetings with counterparts etc as required, ensuring they have all the facilities and assistance they need to carry out their tasks
* Drafting of written materials in relation to organization of the project in Croatian and English
* Overall management of the office administration, including filling, organizing trainings, expert missions, local travels, general desk office work etc.
* Organization of meetings and training sessions in cooperation with Beneficiary Country partners, preparing meeting agenda and taking minutes
* Developing and maintaining close working contacts and relationships with Beneficiary Country officials involved in each of the activities
* Assisting in handling of budget accounting
* Act as a translator and interpreter when needed at formal and informal meetings
* Drafting and editing minutes of meetings, assisting to the RTA in drafting and editing monthly, quarterly and final project reports and any other relevant documents, including documents such as timesheets, mission reports, study visit sign-off sheets, etc.
* Arrangement of travel, booking accommodation and organisation of international study visit tours
* Office management and general correspondence.
* Possess a good working knowledge of current Microsoft Office packages with specific attention to Microsoft Excel, Word and PowerPoint.
* Undertake any other activities in support of project implementation.

**Essential skills**

* Excellent organisational and communication skills
* Computer literate
* Understanding of financial management
* Demonstrate initiative and be able to work as an individual and within a team environment
* University degree
* Excellent command of spoken and written English and Croatian

**Desirable skills**

* Previous experience of working on Twinning or similar projects
* Work, educational or voluntary background in the Health system in Croatia or a related area.

**Please note that the successful RTA assistant must not have had, at least during the 6 months preceding their recruitment, any contractual relation with the beneficiary administration.**

Monthly salary payment: 1,800 Euro (gross)

Term: 12 months fixed term contract

**If you are interested in this post applicants are requested to e-mail a CV (EU CV template attached in Annex 1) and letter of application (in English) with a contact telephone number and email address to: Jean Caldwell at Northern Ireland Co-Operation Overseas Ltd** **jcaldwell@nico.org.uk** **please include the following in the Subject ‘RTA-A post: Croatia UK Twinning ‘HR 14 IB SO 03’**

**The closing date for receipt of completed applications is Monday 2nd January 2017.**

**Shortlisted candidates only will be invited to attend an interview.**

**Interviews are scheduled to be held on Monday 9th and Tuesday 10th January 2017 in Zagreb – venue to be confirmed.**

**Annex 1**

**Curriculum vitae**

**Proposed role in the project: RTA Assistant**

1. **Family name:**
2. **First names:**
3. **Date of birth:**
4. **Nationality:**
5. **Civil status:**
6. **Education:**

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| --- | --- |
| Institution[ Date from - Date to ] | Degree(s) or Diploma(s) obtained: |
|  |  |

1. **Language skills:** Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

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| --- | --- | --- | --- |
| Language | Reading | Speaking | Writing |
|  |  |  |  |

1. **Membership** **of professional bodies:**
2. **Other skills:**
3. **Present position:**
4. **Years of experience:**
5. **Key qualifications:** (Relevant to the assignment)
6. **Specific experience in the region:**

|  |  |
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| Country | Date from - Date to |
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1. **Professional experience:**

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| **Professional** **experience**Date from - Date to | Location | Company | Position | Description |
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1. **Other relevant information** (e.g., Publications)