



An EU funded project managed by the European Union Office in Kosovo

Twinning Project
KS 14 IB JH 05 R

**“Strengthening efficiency, accountability and transparency
of the judicial and prosecutorial system in Kosovo”**

JOB ANNOUNCEMENT

Assistant to the Resident Twinning Adviser

Vacancy - The EU Twinning Project KS 14 IB JH 05 R “Strengthening efficiency, accountability and transparency of the judicial and prosecutorial system in Kosovo” is seeking 1 full-time Assistant to the Resident Twinning Advisers (RTAs).

The overall objective of the Twinning project is to increase the efficiency, transparency and the sustainability of the judicial system by improving the planning and implementation of judicial/prosecutorial reforms, and enhancing the effectiveness of Judicial and Prosecutorial Councils in Kosovo (KJC and KPC), and of the Special Prosecutors Office in Kosovo (SPRK).

Number of vacancies: 1.

Duration of the contract: up to 14 months.

Location: Pristina.

Requested Languages: English, Albanian and Serbian.

Planned starting date of the contract: 1st February 2018.

I. MAIN TASKS AND RESPONSIBILITIES

- To provide secretarial support to the RTA and the Project short-term experts in their daily activities especially in the organisation of the office, work schedules and meetings;
- To assist in making the necessary hotel reservations, travel arrangements, airport pickup, etc. for the RTA and the Project experts;
- To support the RTA in applying and implementing administrative policies and procedures;
- To assist the RTA in managing the Project operational activities and security issues;
- To prepare and ensure the accurate and timely processing of all administrative documents (e.g. Mission Certificates, Reports, etc.); to maintain all required account records and Project files;
- To create and maintain the Project databases; to design and regularly revise and update templates, forms and other related documents;
- To prepare, review and ship financial, personnel and other administrative documents to the Project management HQ;
- To maintain stationary supplies and inventories;
- To assist in the organisation of the Project institutional activities (e.g. seminars, trainings, study visits, press conferences, etc.) and relevant administrative tasks;
- To provide interpretation and/or translation support to the RTA and the Project experts, as required;
- To assist in drafting minutes of the Steering Committee and other meetings;
- To support the RTA and the Project experts in drafting reports and other relevant documents (e.g. by collecting information, monitoring activities, editing and proof-reading);
- To accompany the RTA or other Project experts to meetings, workshops and seminars and also on missions and field visits throughout Kosovo and/or abroad;
- To regularly liaise with relevant counterparts in order to provide adequate support for all Project activities;

- To maintain the highest standards of personal integrity, impartiality and self-discipline;
- To follow the Project policy documents and guidelines on: behaviour, appearance, health, safety, security, payment regimes, use of the Project equipment, etc;
- To maintain confidentiality in all matters related to the work of the Project;
- To perform any other related duty as instructed by the RTA

II. ESSENTIAL QUALIFICATIONS AND EXPERIENCE

- Successfully accomplished higher education, preferably in the legal field;
- A minimum of 3 year experience in office management;
- Excellent spoken and written command of English, Albanian and Serbian;
- Advanced computer skills (Microsoft Word, Excel, PowerPoint and Outlook);
- Self-reliant work, personal commitment, endurance, flexibility and ability to work as part of a team;
- Good sense of organisation, ability to identify priority assignments and activities and manage efficiently multiple tasks;
- Ability and willingness to work additional hours if required;
- Interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Be physically fit to perform the duties related to the post.

III. DESIRABLE QUALIFICATIONS AND EXPERIENCE

- Professional experience in working for European funded projects and/or international organisations, preferably in the Rule of Law sector;
- Knowledge of legal terminology;
- Training or professional experience in EU Member States;
- Knowledge of Italian and/or French.

IV. SELECTION PROCEDURES

CV (Europass format) and a cover letter in English shall be sent to the following e-mail address:

info@siracusainstitute.org

The deadline for the submission of the application is 11 January 2018.

Short-listed applicants will be invited for an interview by 18 January 2018.

IMPORTANT NOTICE

Individuals who have had any contractual relation with the beneficiary administrations (KJC, KPC, Courts and Prosecution offices) within the previous 6 months are not eligible.

Salary will be adequate to the level of experience of the selected candidate.