



Job Advertisement for Resident Twinning Advisor Assistant

EU PHARE 2006 Twinning Project, Maritime Safety – Institutional capacity building for VTMS and FSI, is a joint project between Finland, represented by the Finnish Maritime Administration and Croatia, represented by the Ministry of Sea, Transport and Infrastructure. The overall objective of the project is the improvement of maritime safety and prevention of pollution from ships according to requirements of EU Directives.

The project is seeking an Assistant to the RTA (Resident Twinning Advisor), whose activities include assisting the RTA with co-ordination and management of the *Twining* project.

The duration of the contract is 12 months. The starting time is the 1st of May 2009. The RTA assistant will be employed full time. The RTA assistant may not be employed with the host ministry (Ministry of Sea, Transport and Infrastructure of Croatia) in the proceeding 6 months.

The tasks of the RTA assistant include:

- Assisting the RTA with project co-ordination and management
- Arrangement of expert missions, training seminars, workshops etc. and translations
- Making interpretations and written translations
- Perform necessary office and office management task including filing
- Drafting of minutes of meetings
- Arrangement of information exchange, compilation of documents
- Arrangements of travel, study tour trips, visits to Finland, visits to Croatia and work of Short-Term Experts

Requirements for the candidates:

- Fluent in oral and written Croatian and English
- Good administrating and organizing skills
- Very good computer skills (MS Office Word, Excel, PowerPoint, Internet)
- Very good communication skills
- Previous experience in Twinning projects is an advantage.

Candidates should send their application and CV by 20th of April 2009 via e-mail to paivi.soderholm@pomorstvo.hr marked "RTA assistant" and cc to igor.radic@pomorstvo.hr