 

**Job Advertisements**

**for RTA Twinning Project Assistant and RTA language assistant**

EU funded Twinning Project:

**Strengthening the capacities for effective implementation of the acquis in the field of nature protection**

Twinning number: MK 13 IPA EN 02 17

Is seeking to recruit:

1. Assistant to the Resident Twinning Advisor (RTA)

2. RTA language assistant

**Duration of the contract:** 21 months (indicative date for start of the assignment: November

2017)

Place of the work: Ministry of Environment and Physical Planning (MoEPP), Department of Nature, Bul. “Goce Delcev" no. 18 11/1122 1000 Skopje

Deadline for application: 20 September 2017

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

EU funded Twinning Project:

**Strengthening the capacities for effective implementation of the acquis in the field of nature protection**

**Twinning number: MK 13 IPA EN 02 17**

Twinning project “*Strengthening the capacities for effective implementation of the acquis in the field of nature protection*” is a joint project between Finland represented by the Finnish Environmental Institute as a Lead Partner, Metsähallitus, Parks and Wildlife Finland as a Junior Partner, Lithuania represented by State Service for Protected Areas as a Junior Partner and Beneficiary Country, represented by Ministry of Environment and Physical Planning. The project implementation will last 21 months.

The purpose of the project is to strengthen administrative capacities of the Ministry of Environment and Physical Planning/Administration of Environment for implementation of the nature protection acquis, through development of implementing legislation, provision of training and implementation of Nature Protection legislation.

The main results of the project are as follows:

The project shall provide advisory support to the MoEPP/Administration of Environment/ Nature Department for preparation of common draft management plants for two protected areas that are of national and EU interest for conservation (potential future NATURA 2000 sites) and preparation of two Studies for valorization/revalorisation of nature values of protected areas.

The Twinning’s aim, which should be jointly achieved by the MS and BC Twining partners, is strengthening the administrative capacity for implementation of Nature Protection legislation including as well implementation of EU Nature directives through further development of implementing legislation and nature management documents.

The project shall provide also advisory support and presentation of the best practises and methodologies for developing of National Biodiversity Monitoring Program.

**Duration of the contract**:21 months (indicative date for start of the assignment: November

2017)

Place of the work: Ministry of Environment and Physical Planning (MoEPP), Department of Nature, Bul. “Goce Delcev" no. 18 11/1122 1000 Skopje

**Tasks of the RTA Project Assistant will include:**

* Act as a principal assistant to the RTA and visiting short-term experts;
* Assisting to the RTA with project co-ordination and management, including financial management;
* Assist the RTA in planning the visits of the short-term experts (travel, accommodation, residence and work in the Beneficiary country, accompany MS experts on field missions within the Beneficiary country);
* Organisation of trainings, expert missions, study visits, Steering Committee and other meetings including room reservation and other logistic support; preparing meeting agenda and taking minutes;
* Interpretation from English into Macedonian language and vice versa during the courses, trainings, workshops and similar meetings that will be held within the project activities in addition to the professional interpretation
* Elaboration of programs for short term experts and other foreign specialists with relation to the project;
* Assist the RTA, his counterpart, the short term experts, and other foreign specialists involved in the project in matters related to language problems or other problems due to being and working in a foreign country;
* Developing and maintaining close working contacts and relationships with Beneficiary Country officials involved in each of the activities and the project management;
* Drafting and editing minutes of meetings, assisting RTA in drafting and editing monthly, quarterly and final project reports and any other relevant documents; Office management, monitoring telephone and general correspondence.

This list is not exclusive of other possible tasks.

**Requirements for the RTA Project Assistant:**

1. University degree in natural sciences, environmental science or 5 years of relevant experience in the field of nature conservation
2. The RTA Project Assistant may not have or recently (past six months) have had any contractual relation with the beneficiary Administration.
3. Excellent command of English and Macedonian language, including mastering technical terminology used in the project;
4. Excellent drafting skills in English and Macedonian language and ability to elaborate documents;
5. Excellent organizational, inter-personal social and communication skills,
6. Proven practical experience in management of the project office administration
7. Proficient Computer skills (e.g. MS Word, Excel, PowerPoint, Internet, social media),
8. Ability to work in a multinational environment;

The following skills will be considered an **asset** for the RTA project assistant:

1. Previous experience in Twinning or projects funded by the European Union.
2. At least 1 (one) years of experience in the field of implementation of EU Nature Directives
3. Knowledge on Nature conservation and Protected area management
4. Knowledge of the Beneficiary Country Public Administration as well as the European Commission and EU institutions.
5. Experience in cooperation with international technical assistance projects and/or with European or international organisations
6. Patience and flexibility

**What will be offered?**

A competitive salary for this full time position will be offered. Working in a team with national and

international experts the successful candidate will have the opportunity to gain extended experiences in the field of nature conservation and protected area management and in the management of an international project.

**Application**: Electronic letter of application (motivation) and Europass-CV in English language should be send via email to Mr. Arto Ahokumpu: [arto.ahokumpu@metsa.fi](mailto:arto.ahokumpu@metsa.fi) and Ms Kati Pritsi: [kati.pritsi@ymparisto.fi](mailto:kati.pritsi@ymparisto.fi) (subject: “RTA Assistant MK 13 IPA EN 02 17” not later than 20th September 2017.

CV form in EU *Europass* format: http://europass.cedefop.europa.eu/

Closing date for receipt of applications (CV and letter of application) is 20 Spetember 2017

Shortlisted candidates will be invited to attend an interview. Indicative time for the interview

will be during **the week 39 September 2017** and will take place in MoEEP, Bul. “Goce Delcev" no. 18 11/1122 1000 Skopje.

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

EU funded Twinning Project:

**Strengthening the capacities for effective implementation of the acquis in the field of nature protection**

**Twinning number: MK 13 IPA EN 02 17**

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The main results of the project are as follows:

The project shall provide advisory support to the MoEPP/Administration of Environment/ Nature Department for preparation of common draft management plants for two protected areas that are of national and EU interest for conservation (potential future NATURA 2000 sites) and preparation of two Studies for valorization/revalorisation of nature values of protected areas.

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**Duration of the contract**:21 months (indicative date for start of the assignment: November

2017)

Place of the work: Ministry of Environment and Physical Planning (MoEPP), Department of Nature, Bul. “Goce Delcev" no. 18 11/1122 1000 Skopje

**The tasks of the RTA Language Assistant include**:

* Act as a Language Assistant to the RTA and the visiting short-term experts;
* Translation of written documents (training materials, legislation, project documents, etc.) in relation to the project from Macedonian language to English and vice versa;
* Interpretation from English to Macedonian language and vice versa during expert missions,

trainings and other project related activities;

* Developing and maintaining close working contacts with the BC counterparts, in

particular at the MoEPP

* Performing all other duties assigned e.g. cooperate and work with RTA Project Assistant in daily management of the project related activities.

This list is not exclusive of other possible tasks.

**Requirements for the RTA Language Assistant:**

1. University degree
2. The RTA Language Assistant may not have or recently (past six months) have had any contractual relation with the beneficiary Administration.
3. Excellent command of English and Macedonian languages, including mastering technical terminology used in the project;
4. Excellent drafting skills in English and Macedonian language and ability to elaborate documents;
5. Proficient Computer skills (e.g. MS Word, Excel, PowerPoint, Internet, social media),
6. Excellent inter-personal and communication skills; Ability to work closely with the RTA and an international team of experts.

The following skills would be considered **an asset:**

1. Experience as interpreter/translator in EU funded projects;
2. Experience of international donor funded projects, for example: EU funded projects, such

as Twinning projects, projects for implementation of EU Natura Directives

**What will be offered?**

A competitive salary for this full time position will be offered. Working in a team with national and

international experts the successful candidate will have the opportunity to gain extended experiences in the field of nature conservation and protected area management and in the management of an international project.

**Application**: Electronic letter of application (motivation) and Europass-CV in English language should be send via email to Mr. Arto Ahokumpu: [arto.ahokumpu@metsa.fi](mailto:arto.ahokumpu@metsa.fi) and Ms Kati Pritsi: [kati.pritsi@ymparisto.fi](mailto:kati.pritsi@ymparisto.fi) (subject: “RTA Assistant MK 13 IPA EN 02 17”) not later than 20 September 2017.

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