

EU Funded Twinning Project implemented jointly by Agency for European Integration and Economic Development (AEI), Austria (lead member), HAUS Finnish Institute of Public Management (junior member) and the Ministry of Emergency Situations (MES) of the Republic of Belarus

Project Title and Number: **“Strengthening the Ministry of Emergency Situations of Belarus“ BY 18 ENI OT 02 18**

is seeking to recruit:

- 1. RTA (Resident Twinning Adviser) Project Assistant**
- 2. RTA Project Language Assistant**

Duration: 23 months (indicative date: from October 2019 till the end of the project, to 1st of September 2021)

Positions are based in: the Ministry of Emergency Situations of the republic of Belarus, Minsk

POSITION AND RESPONSIBILITIES

To execute the following activities and services in accordance with Terms of Reference of the Project and/or the subsequent development as recommended in the Contract between the European Commission and AEI.

1. RTA (Resident Twinning Adviser) Project Assistant

Scope of work:

- the overall administrative support to the local office to secure the day to day operation
- All services provided by the Contractor shall take into account the local conditions in the country of the project location.
- AEI may request information at any time on project development and progress made and results achieved.
- 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;
- Drafting of written materials with relation to the project in Russian and English;
- Overall management of the office administration, including filling (filling of all data available for each single activity including presentations, translations, templates, time sheets etc.), organizing trainings, expert missions, local travels, general desk office work etc.;
- Organization of meetings 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 and the project management;
- Monitoring budget accounting;
- Act as a translator and interpreter when needed;
- 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
- Arrangement of travel, booking accommodation and study visit;
- Office management, monitoring telephone and general correspondence

2. RTA (Resident Twinning Adviser) Project Language Assistant

Scope of work:

- Act as a language assistant to the RTA and visiting short term experts;
- Translation of written materials with relation to the project in Russian, and English;
- Interpretation 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

APPLICATIONS

Interested candidates are requested to submit their CV (Europass format, Europass CV format can be found here: <https://europass.cedefop.europa.eu/documents/curriculum-vitae>) and a motivation letter in English via email to the following address: esa.ahlberg@haus.fi. Deadline for applications is 6th of October 2019. Please, no phone calls neither inquiries by email.

Clearly indicate in the application letter the position which the application is submitted for (“RTA project assistant” or “RTA project language assistant”). According to the EU Twinning regulations, persons who are working or have worked during last 6 months in Belarus public administration are *not* eligible to apply. Applications received after the closing deadline or submitted in other languages than in English will not be considered.

Only shortlisted candidates will be notified and accordingly invited to attend an interview. The interviews are foreseen to take place in Octoberber, indicative dates 10-11 October 2019, in Minsk. Short-listed candidates have to pass security clearance procedure conducted by the Ministry of Emergency Situations of the republic of Belarus. Selected assistants will sign a service provider contract with the MS administration and must have a status of self-employed in Belarus. It will be his/her sole responsibility to comply with all legal requirements for self-employment as well as to cover all related taxes and charges. Monthly gross salary is maximum total 23 working months at EURO 1.500,00 per month payable in EURO to be calculated on the official EU exchange rate (when applicable).

The purpose of this Twinning project is to increase harmonisation of the civil protection legal and regulatory framework in Belarus with EU acquis, and help the Ministry of Emergency Situations to strengthen their legal and regulatory framework through building on existing one yet taking into consideration the practices developed within the European Union.