

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**

Terms of reference:

### **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 Belarus/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

Tasks of RTA Project Assistant:

- 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;
- Overall management of the office administration, including filing, organizing trainings, expert missions, local travels, general desk office work etc.;
- Assisting in organization of meetings in cooperation with RTA and Beneficiary Country partners, preparing meeting agenda and taking minutes;
- Drafting and editing of minutes of meetings, assisting to the RTA in drafting and editing monthly, quarterly and final project reports and any other relevant documents;
- Developing and maintaining close working contacts and relationships with Beneficiary Country officials involved in each of the activities and the project management;
- Assisting in handling of budget accounting;
- Act as a translator and interpreter (Belarus/Russian to English and English to Belarus/Russian) when needed;
- Arrangement of travel, booking accommodation and study visit;
- Office management, monitoring telephone and general correspondence.

Requirements for RTA Project Assistant:

- University degree;
- The RTA Assistant may not have or recently (past six months) have had any contractual relation with the beneficiary administration;
- Excellent command of spoken and written English and Belarus/Russian language;
- Computer literacy (e.g. Word, Excel, PowerPoint, Internet);
- the RTA Assistant must be able to work fairly independently as well as part of a team and be initiative and flexible;
- Excellent organizational and communication skills;
- Some understanding of financial management;
- Excellent abilities in drafting documents.

The following skills will be considered an asset for RTA Project Assistant:

- Experience in EU funded projects, especially as RTA Assistant in a former Twinning project;
- Communication skills;
- Experience of working in an international environment;
- Knowledge of the Belarus/Russian languages;
- Knowledge of EU policies and institutions;
- Team player.