



EU Twinning Project

“Improvement of forest management in Serbia as a contribution to climate change adaptation and mitigation” (Reference Number: SR 16 IPA EN 02 20)

VACANCY ANNOUNCEMENT

About the project:

The purpose of this two-year twinning project is to strengthen capacities of the forestry sector in Serbia to implement obligations stemming from EU standards and regulations in forestry and related fields, including timber market, Forest Information System, subsidies, NATURA 2000 and bioeconomy. The project will deliver a contribution towards climate change adaptation and mitigation in forestry, fully in accordance with the New Green Deal of the European Union. The project partnership consists of Austria as lead Member State, Slovakia as junior partner MS and Serbia as the beneficiary country. The project is led by Austrian Research Centre for Forests and Austrian Federal Forest Office. The Ministry of Agriculture, Forestry and Water Management plays the central implementation role in Serbia. To support the Resident Twinning Adviser (RTA) in managing the project, the following position will be filled:

Twinning RTA Assistant

The tasks of the Twinning RTA Assistant include:

- Day-to-day assistance to the RTA and to project experts in management and administration of the project;
- Support to the RTA in his work with Serbian Institutions at the national and local level;
- Preparation, organisation and support of local activities, events and missions of international experts;
- Maintenance of the Twinning project's office, procurement, logistics, filing system, organisation of trainings, expert missions, workshops, field trips, study visits and meetings;
- Preparation of the documentation of expert missions; e.g. time sheets, mission reports, certificates;
- Compilation of project documentation in close cooperation and coordinated by the RTA, making available all documents generated during the performed activities (workshops, seminars, etc.) for the Serbian experts;
- Compilation of documents for project reports in close cooperation and coordinated by the RTA;
- Taking minutes of meetings, preparing notes and summary records;
- Research of documents and reports and preparation of synthesis;
- Drafting, editing and up-loading texts relevant to the project (newsletters, press releases, PowerPoint presentations, substantive documents) in Serbian and English language;
- Support the language assistant for the interpretation at meetings and other conversations for the RTA, the project team and visiting foreign experts.

Qualifications and experience required:

- University degree in Forestry, Environment, Public Administration, Social Sciences or any other discipline relevant for the position;
- Fluency in both written and spoken Serbian and English language;
- Minimum of 3 years working experience (previous experience on similar projects would be an asset);
- Advanced analytical and report writing skills, excellent communication, organisational and presentation skills;
- Experience in project management and office management;





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- Some understanding of financial management;
- Prepared to participate in field trips within Serbia;
- Computer skills, including command of Microsoft Word, Excel, PowerPoint and Outlook;
- Excellent team working abilities and ability to learn and improve skills in a new environment;
- Prior work experiences in forestry, environment or related fields will be an asset.

Additional Qualifications, which would be considered an advantage:

- Previous working experience in IPA Twinning projects or other EU funded projects;
- Knowledge of legal and administrative situation in Serbia and EU institutions, EU Funds, accession processes in Serbia and environmental policy/law;
- Good knowledge of German language;
- Driver's license B.

Others:

- The assignment requires preparedness to work occasional overtime and undertake business trips in Serbia and study tours outside Serbia (including overnight stays);
- The assignment requires high sense of responsibility, excellent interpersonal and communication skills, interest in the subjects of the project and commitment.

Applications should include:

- Motivation letter in English;
- CV (Europass format) in English with detailed description of your professional experience and education;
- Copies of relevant documents (university degree, reference letters etc.).

Note: Twinning RTA Assistant must not have or recently (past six months) have had any contractual relation with the Serbian public administration.

What will be offered?

- An all-inclusive 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 experience in the field of forestry governance and in the management of an international project.
- The start of the assignment is expected on 1 March 2021 at the earliest. The duration of the EU Twinning project is 24 months, the project officially started on 11 January 2021.
- Place of work: Ministry of Agriculture, Forestry and Water Management – Directorate of Forests, Omladinskih brigada 1, Belgrade.

Application: Electronic application with Europass-CV in English language (<https://europa.eu/europass/en/create-europass-cv>), motivation letter and the copies of relevant documents should be sent per e-mail to: recruitment.serbia@bfw.gv.at (subject: "Twinning RTA Assistant") no later than 20 February 2021.

Shortlisted candidates will be invited to interview.

