



## Job Announcement for RTA Assistant (RTAA) for EU-Twinning Project

### BACKGROUND

The European Commission is financing the Twinning Project MK- 14 IPA OT 01 18 entitled **“Strengthening of the capacities of the Postal Agency”**. The project will be implemented by Spain through the Ministerial Department of Transport and Public Works. Deputy General Directorate on Postal System. The implementation period is 18 months starting 3<sup>rd</sup> December 2018.

The overall objective of the project is the strengthening of the Postal Agency’s capacities in line with the requirements deriving from the national legislation, as well as EU’s Postal Directive.

### THE POSITION

One Assistant to the RTA is sought for EU Twinning Project MK- 14 IPA OT 01 18 entitled **“Strengthening of the capacities of the Postal Agency”** between the Beneficiary Country and Spain for 18 months.

The assistant will be employed by FIIAPP F.S.P., the Spanish Public Organisation for the Twinning Management.

### Starting Date for Employment

Immediate incorporation to be expected around mid-December 2018.

### Place of Employment

Skopje. Travel inland and abroad may occur.

### TASKS

- Provision of general support in terms of administrative assistance, office management, record keeping, budget and planning, correspondence and in the general management of the project, including arrangements for RTA establishment.
- Providing organisational and logistic support related to training, study tours and visits to the EU Member States and assisting the RTA in planning the visits (travel arrangements, accommodation and work) of the experts and other project participants.



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- Assist the RTA in matters related to language communication.
- Support the RTA and maintain relation with the different institutions related to the Project:
  1. Provide relevant information and documents.
  2. Help arranging contacts or meetings.
  3. Attend meetings, draft and disseminate minutes of meetings.
  4. Translate and interpret when needed.
  5. Develop and maintain close working contacts and relations with BC officials involved in the Twinning, contacts at other beneficiary organisations and the Project Leaders.
- Assist the RTA identifying, contracting and monitoring translation, interpretation and other required services.
- Assist the RTA on issues related to the visibility of the project (identification, contracting, monitoring of providers and products).
- When required, assist the RTA counterpart, the short-term experts, and other foreign specialists involved in the project in matters related to language communication, contributing to translation efforts.
- Any other activity as required by RTA suitable according to competence required.

## PROFILE

### Qualifications demanded

- a. University degree.
- b. Excellent command of English and Macedonian.
- c. Excellent drafting skills in English and in Macedonian and ability to understand and orally communicate unambiguous ideas in both languages.
- d. Experience/knowledge on the Macedonian Public Administration.
- e. Ability to manage administrative issues related to the good governance of the project with the corresponding relevant organisations.
- f. Strong administrative, organising and communication skills.
- g. Experience working in a team and in a multinational / multicultural environment.
- h. Very good computer skills (MS Office, internet, etc.).
- i. Ability and availability to travel with overnight stays.

### Assets

- i. Experience/knowledge on the use of technical terminology used in the postal field.
- ii. Previous experience in Twinning Projects as RTA assistant.
- iii. Experience/knowledge on the Postal Agency of the Beneficiary Country
- iv. Experience in international technical assistance projects as language and / or administrative assistant.
- v. Experience working with European and/or international organisations.



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- vi. Knowledge of EU institutions.
- vii. Knowledge in Spanish. Fluency in oral and written Spanish will be an advantage.

### OTHER

The selected person must annually provide to FIAPP a **tax certificate** which proves that he/she pays taxes in the BC and a **bank certificate** that certifies the bank account ownership.

Working hours: According to organisation timetable where office is located and, anyway, to the project scheduled activities.

Flexibility regarding working hours in the office is required. Overtime may be necessary at times.

### EVALUATION GRID

Compliance with both “Qualifications demanded” and “Assets” should be shown by certification issued by the corresponding responsible organisations and / or by showing during an interview that they are met.

Evaluation will be carried out using the below grid. Appropriate means will be used to find candidates compliance with requirements and additional qualifications.

QUALIFICATIONS DEMANDED (REQUIREMENTS)
a. University degree
b. Excellent command of English and Macedonian.
c. Excellent drafting skills in English and in Macedonian and ability to understand and orally communicate unambiguous ideas in both languages.
d. Experience/knowledge on the Macedonian Public Administration.
e. Ability to manage administrative issues related to the good governance of the project with the corresponding relevant organisations.
f. Strong administrative, organising and communication skills.
g. Experience working in a team and in a multinational / multicultural environment.



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h. Very good computer skills (MS Office, internet, etc.)	
i. Ability and availability to travel with overnight stays.	
ASSETS EVALUATION	
i. Experience/knowledge on the use of technical terminology used in the postal field.	15
ii. Previous successful experience in Twinning Projects as RTA assistant.	25
iii. Experience/knowledge on the Postal Agency of the BC	15
iv. Experience in international technical assistance projects as language and / or administrative assistant.	10
v. Experience working with European and/or international organisations.	10
vi. Knowledge of EU institutions.	5
vii. Knowledge in Spanish. Fluency in oral and written Spanish will be an advantage.	20
<b>Total:</b>	<b>100</b>

## APPLICATION

Please send your application **in English** (Europass CV format<sup>1</sup>) via e-mail to **all of the following** email addresses: [beatriz.sevilla@fiiapp.es](mailto:beatriz.sevilla@fiiapp.es) and [evapicos@yahoo.es](mailto:evapicos@yahoo.es) indicating **“Job Application RTA Assistant”** as the subject of the email. Please include an email and a telephone contact number in the application.

<sup>1</sup> Europass CV format can be found here:

<https://europass.cedefop.europa.eu/documents/curriculum-vitae/templates-instructions/templates/doc>



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**All applications received with no reference of the post, in a different CV format than the EU Europass format and in another language different from English will automatically be rejected.**

**Deadline for submission: 5<sup>th</sup> December 2018 at 12:00h (Spain)**

**All applications received later than this time will not be taken into consideration.**

Short-listed candidates will be invited for an interview around 6<sup>th</sup> and 7<sup>th</sup> December 2018 in Skopje (exact date and place to be confirmed to each shortlisted participant by email).

**NOTE: The selected candidates shall not have been in any contractual relation with the Beneficiary administration during at least the 6 months preceding their hiring.**

**Please note that "Beneficiary administration" should be understood as the public administration of the Beneficiary country in general, not just one particular body.**

Interviews will be carried out in English.



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