



Job Advertisements

EU funded Twinning Project under the Transition Facility Programme

“Enhancing the quality of judicial training – by upgrading EU law and on-line trainings” (CRO EULAW)

HR/14/IB/JH/03

Is seeking to recruit:

1. Assistant to the Resident Twinning Advisor - RTA
2. Language assistant to the Resident Twinning Advisor - RTA

Duration of the contract: 18 months. Tentative start of the assignment will be as of 1 October 2016.

Position is based in: Judicial Academy
Ulica Grada Vukovara 49, Zagreb
Republic of Croatia

Gross monthly salary: 1.800,00 EUR fixed term contract

Individuals that have or have had any contractual relation with the beneficiary administration (Judicial Academy of Croatia) within the previous six months are not eligible for this position.

The tasks of the RTA Assistant include:

- Assisting the Resident Twinning Advisor (RTA) in office management, record keeping, correspondence, bookkeeping and accounting, drafting and editing of project documents and materials, drafting minutes of meetings;
- Acting as interpreter and translator (Croatian to English and English to Croatian) on any issues relevant to the project
- Assisting the RTA with project coordination and management;
- Assisting the RTA in organizational and technical matters; supporting the RTA in his daily work especially in organizing work meetings, trainings,



Enhancing the quality of judicial training – by upgrading EU law and on-line trainings (CRO EULAW)

- expert missions, study visits, etc.;
- Drafting of other written materials in relation to the project in Croatian and English;
- Developing and maintaining close working contacts with the Croatian counterparts, in particular at the Judicial Academy, the courts and the state attorney offices;
- Supporting short-term experts from other EU member states involved in the project in organizational and technical matters;
- Assisting the experts to arrange travel, accommodation and other issues related to the project

Requirements for the candidate:

The RTA Administrative Assistant will be recruited in accordance with the following selection criteria:

- University degree
- Excellent command of spoken and written Croatian and English languages
- Proven experience in project administration;
- Computer literacy (MS Word, Excel, Internet, etc.);
- Excellent organisational skills;
- Excellent inter-personal and communication skills;
- Must be able to work independently as well as a part of a team and be initiative and flexible;
- Understanding of financial management;
- Excellent abilities in drafting documents;
- Ability to work closely with the RTA and an international team of experts.

The following skills would be considered an asset:

- Experience of international donor funded projects, for example: EU funded projects, especially Twinning projects;
- Experience in the judicial sector in Croatia;
- Experience of working in an international environment;
- Experience in the judicial sector in Croatia would be an advantage.

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 Croatian to English and vice versa;
- Interpretation from project working Language (English) to Croatian and



Enhancing the quality of judicial training – by upgrading EU law and on-line trainings (CRO EULAW)

- vice versa during expert missions, trainings and other project related activities;
- Developing and maintaining close working contacts with the Croatian counterparts, in particular at the Judicial Academy, the courts and the state attorney offices;
 - Excellent abilities in drafting documents;
 - Performing all other duties assigned e.g. cooperate and work with RTA Assistant in daily management of the project related activities.

Requirements for the candidate:

The RTA Administrative Assistant will be recruited in accordance with the following selection criteria:

- University degree;
- Excellent command of spoken and written Croatian and English languages
- Experience in translation and interpretation in legal issues (Croatian-English and vice versa);
- Computer literacy (MS Word, Excel, Internet, etc.);
- Excellent organisational skills;
- 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:

- Experience as interpreter/translator in EU funded projects;
- Experience of international donor funded projects, for example: EU funded projects, such as Twinning projects;
- Experience in the judicial sector in Croatia.

Interested candidates are requested to submit their CV and a letter of application in English, via e-mail to dehaer@cilc.nl with a copy to kestutisvas@gmail.com and Dijana.Mandic@pravosudje.hr marked as "RTA Administrative Assistant" or "RTA Language Assistant" **by 9 September 2016.**

Only shortlisted candidates will be invited to attend an interview. The tentative date of the interview is 27-30.09.2016 in the premises of the Judicial Academy, Ulica Grada Vukovara 49, Zagreb, Republic of Croatia.

For any further information please contact Ms. Ingrid de Haer-Douma, e-mail: dehaer@cilc.nl or Mr. Kestutis Vaskevicius, e-mail: kestutisvas@gmail.com.



Enhancing the quality of judicial training – by upgrading EU law and on-line trainings (CRO EULAW)

The abovementioned Twinning Project “Enhancing the quality of judicial training – by upgrading EU law and on-line trainings (CRO EULAW)” is a joint project between Kingdom of the Netherlands, represented by the Center for International Legal Cooperation (CILC), a mandated body under the Ministry of Security and Justice and the Republic of Croatia, represented by the Judicial Academy.

The main objective of the project is to strengthen professionalism, efficiency and competences of the Croatian judiciary through upgrading and enhancing the quality of continuous training for judges, state attorneys and judicial advisors.



Enhancing the quality of judicial training – by upgrading EU law and on-line trainings (CRO EULAW)