



EU TWINNING PROJECT

Institutional Support to the State Service for Maritime, Inland Waterway transport and Shipping of Ukraine in the implementation of the EU Acquis, Norms and Standards on Maritime Safety

(Twinning Project Number UA23 NDICI TR 01 24)

Job Vacancy

NOTICE REF. 1485/2024 of 6/09/2024

1 place for ASSISTANT to the Resident Twinning Advisor (RTA)

The Twinning Project “**Institutional Support to the State Service for Maritime, Inland Waterway transport and Shipping of Ukraine in the implementation of the EU Acquis, Norms and Standards on Maritime Safety**” is an EU funded project that will be jointly implemented by a Consortium of Italian institutions and the Ukrainian Shipping Administration. EU Project Leader Administration is the Italian Coast Guard – Harbour Master’s Corp Headquarters.

The overall objective of this Twinning project is to improve the safety and security of maritime transport in Ukraine in line with EU acquis and international conventions.

Duration: 23 months (indicative start date: October 2024)

The project modality of implementation is assuming a scenario in which RTA and short-term experts may be allowed to work from their home country using the videoconferencing facilities, in accordance with the hybrid modality of implementation that is indicated by the Twinning project fiche.

Position will be based in Kiev, at the Shipping Administration Headquarters.

Gross monthly salary: 2.500 EUR

Contract type: fixed term service contract.

The RTA Assistant will report directly and will be supervised by the RTA.

Status of the position

The project is looking for one **Assistant to the RTA** (Resident Twinning Advisor), whose activities include assisting the RTA with co-ordination and management of the Twinning project.

The RTA assistant will be employed **full-time** throughout the implementation period of the twinning contract.

Tasks:

- 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 (Ukrainian to English and English to Ukrainian) when needed;
- Arrangement of travel, booking accommodation and study visit;
- Office management, monitoring telephone and general correspondence.

Requirements:

- College or university degree
- Excellent oral and written communication skills in Ukrainian and English languages
- Experienced in day-to-day provision of translation and interpretation support to international experts
- Experience in office management and project administration
- Excellent Computer skills (MS Word, Excel, Outlook, PowerPoint, Internet, Video conferencing software, etc.).
- Proved organisational skills
- Excellent inter-personal and communication skills, ability to work in a team in a multi-cultural environment
- Driving licence and local knowledge.

The following skills will be considered an asset for RTA 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 Italian language;
- Knowledge of EU policies and institutions.

NOTE: Twinning Manual foresees that the chosen assistant is not a civil servant or agent of the beneficiary (past 6 months) nor is on leave from the beneficiary to take up the position of the project assistant.

How to Apply

The application must be presented using **the form** attached accompanied by a curriculum vitae, drawn up according to the European format and motivation letter in English, by e-mail (marked "**RTA Assistant**") addressed to:

bazzica.b@imssea.org (Beatrice Bazzica, FAIMM Project Manager)

Deadline for the application:

10 October 2024 h. 18.00 CET.

The following documents should be annexed in scanned versions to the application:

- Certificate of language knowledge (if it is available)
- References from previous employer(s) if it is available

Short listed candidates will be invited for an interview.



This project is co-funded by the European Union