



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. 1486/2024 of 6/09/2024

1 place for LANGUAGE 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 is based in Genoa, at the FAIMM (Fondazione Accademia Italiana Marina Mercantile) Headquarters.

Gross monthly salary: 2.500 EUR

Contract type: fixed term service contract.

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

Status of the position

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

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

Tasks:

- Providing office management and administrative assistance to the RTA (record-keeping, correspondence, maintenance of appropriate archives of source records to ensure adequate documentation of the project);
- Assisting the RTA in the logistical organization (local travel and accommodations) and support to the Ukrainian experts participating in missions to Italy;
- Assisting the RTA in the logistical organization of project-related workshops, seminars and meetings: selection of participants and issuance of invitations;
- Supporting to the RTA and beneficiary experts responsible for the Project by arranging contacts or meetings;
- Providing interpretation on a daily basis during meetings, seminars and workshops from English to Ukrainian and vice versa;
- Translating documents, regulations, training materials, information materials and other written materials from English to Ukrainian and vice versa; Verifying accuracy and consistency of presentations and translations of technical material into Ukrainian;
- Providing assistance to the RTA in drafting the minutes of the Project Steering Committee meetings and other meetings and any other material related to the project in English and Ukrainian.

Requirements:

- College or university degree
- Excellent oral and written communication skills in Ukrainian and English languages (Knowledge of Italian language would be a strong asset)
- Experienced in day-to-day provision of translation and interpretation support to international experts
- Experience in office management and project administration
- Experience of EU funded projects, experience or knowledge of Twinning programme would be a strong advantage
- 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.

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