

Job Description – Project Assistant to Resident Twinning Advisor

TWINNING PROJECT UA/12 ENPI HE 01 16

The Twinning Project “Approximation of Ukrainian legislation with the EU in the field of plant protection products and plant health and strengthening associated inspection and laboratory services” is seeking a Project Assistant to support the Resident Twinning Advisor (RTA).

Based at the State Service of Ukraine on Food Safety and Consumer Protection (SSFSCP), with its branch office in the Koloskova Street 7, Kyiv 03138, Ukraine, the Assistant will assist the RTA and team of Latvian, German and Lithuanian experts, working closely and supporting them in the completion of their tasks and duties.

The work in the RTA office requests a close cooperation with the Ukrainian project partners, and further relevant institutions, e.g. the EU Delegation to Ukraine. The Project Assistant will be supported by a project translator/interpreter for language matters.

Main Tasks

- Provision of support to the RTA in administrative and organisational issues,
- Organisation of a document storage system (electronic and analogue),
- Making travel arrangements and arrange meetings for the Project Leader, RTA, the short-term experts and other foreign specialists involved in the project (e.g. organisation of hotels, local and regional transports)
- Coordination of missions of short-term experts and other foreign specialists in relation to the project,
- Assistance to the RTA, the short-term experts and other foreign specialists involved in the project in matters related to language problems or other problems due to being and working in a foreign country,
- Organisation of meetings, workshops and conferences, including meetings of the Steering Committee of the project (e.g. organisation of venues, including catering, technical support, preparation of invitations of Ukrainian specialists and press),
- Practical support in the implementation of daily work of the RTA, the short-term-experts and other foreign specialists involved in the project in the Ukraine,
- Dealing with contacts inside the project team, the partner institution SSFSCP, and outside by telephone, internet and site visits,
- Drafting of minutes of meetings,
- Drafting of written materials with relation to the project in Ukrainian and English, e.g. reports,
- Performing of necessary office and office management tasks, including record keeping,
- Accounting of project expenditures,
- Providing very occasionally interpretation and translation services (from Ukrainian into English and vice versa),
- Attending the RTA and short-term-experts at regional trips in the Ukraine (including overnight stays e.g. Odessa) during meetings with Ukrainian counterparts.

Key Skills

- Excellent knowledge of English (oral and written),
- Excellent knowledge of Ukraine (oral and written),
- Good knowledge of Russian (oral and written),
- Knowledge of Ukrainian institutions, legislation and administration
- Knowledge of EU issues,
- Experience in organising workshops and meetings,
- Proficient with a computer,
- Excellent experiences in Word (e.g. formatting, serial letters), Excel (e.g. spreadsheet calculation), PowerPoint,
- Experience in drafting and contributing to reports,
- Hard working with excellent written and oral communication skills and the ability to work closely with the RTA and team of experts,

- General knowledge in bookkeeping.

Assets (will be considered as advantage)

- Experiences in further computer programmes (e.g. image processing, text design, internet),
- Experience as RTA's assistant in Twinning projects, or with the implementation of projects funded by the EU, or other bi-/multilateral projects

Duration of appointment

The appointment will start on 01.02.2019. It will end on 12.06.2019

Job site

State Service of Ukraine on Food Safety and Consumer Protection (SSFSCP)
branch office Koloskova Street 7
Kyiv 03138

Application:

Please send

- a cover letter in English as a word document, and
- an informative CV as a word document; please use the CV format to be downloaded here:
<https://europass.cedefop.europa.eu/accessibility/cv-template/files/CV-template-EN.doc>

or here:

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

by email to

Mr. Jürgen Rummel

E-Mail: JRummel@bsu-berlin.de

In copy to: BThielke@bsu-berlin.de

Application's Deadline: 07.01.2019

Approximate date for interviews: 15.01.2019

Approximate start of appointment: 01.02.2019

Applications not submitted in English will be excluded!

Applications not including a CV in the requested CV format (see link above), will be excluded!

The interview will take place at the

State Service of Ukraine on Food Safety and Consumer Protection (SSFSCP)

Branch office Koloskova Street 7

Kyiv 03138