

RESULTS OF THE SELECTION PROCEDURE No. 04/2020

ASSISTANT TO RESIDENT TWINNING ADVISOR (RTA ASSISTANT)

Details of the Resolution Resolution of the Responsible for the Procedure of 30 th Septemer 2020 “Assignment proposal” - Ref. Call 4/2020.

Comparative procedure Selection procedure for the recruitment of an external expert for the position as **Assistant** to the Resident Twinning Advisor (hereinafter “RTA”) under the Twinning Project AL 17 IPA JH 01 19 “Institution-building for alignment with the Union acquis on the protection of personal data”.

Selected candidate TOLLUMI INA

Task description RTA Assistant will provide assistance and administrative support to the RTA and Twinning partners officials in order to contribute to the good progress of the Twinning project. He/she will also provide linguistic assistance (interpretation and translation), in Albanian/English, during the implementation of the Twinning project. He/she will work under the supervision of and report to the RTA.

Under the guidance of the RTA and in cooperation with his counterpart in the beneficiary administration IDP, the RTA Assistant should deal with and implement all activities that are relevant under the Twinning project described in the Twinning contract, in particular, but not be limited to, the following activities:

Administrative assistance

- performing all necessary administrative tasks, in line with the EC procedures for external assistance and the Twinning Manual (Revision 2017 – Update 2018);
- supporting the RTA as a personal assistant in his duties of general daily management, project administration and coordination of project implementation;
- giving assistance to RTA in his relations with Albanian public offices relevant for project activities;
- establishing and maintaining on behalf of the project regular contacts with national and international experts, governmental and non-governmental organizations, stakeholders, etc.;

Office management

- daily organization of the RTA office, including standard office/secretarial activities: answering phone calls, organizing and filing of all project materials and maintaining all financial records, sending and receiving correspondence, faxes and e-mails, providing general clerical work, etc.;
- develop and maintain close working contacts and relations with Beneficiary Country (hereinafter “BC”), Project Leader (hereinafter “PL”) and RTA Counterparts, and other BC officials involved in the project;

Logistics/Project coordination

- preparation, organization and support to local actions of RTA, PL, Junior Project Leader (hereinafter “JPL”) and Member State (hereinafter “MS”) experts, and giving support during missions by providing relevant information, making local travel arrangements and hotel reservations;
- accompanying or representing the RTA in committees, working party meetings, workshops and seminars, including missions and field visits to Albanian regions, if any;
- assistance in the organization of meetings, seminars, conferences, training activities, workshops, study visits and other project related-events (printing and photocopying of materials, arranging rooms, equipment for presentations);
- assistance on management reporting (progress, completion), drafting and editing of texts relevant to the project (newsletters, press releases, power point presentations, substantive documents, etc.);
- drafting programmes for MS experts, agenda’s and minutes of meetings and any other relevant documents, in Albanian and English;
- research of documents and reports and preparation of synthesis;
- participation in the preparation of studies and documents in areas covered by the Twinning (research and information collection, analysis and summarization of data, monitoring of activities, etc.);
- supporting RTA and PL and Technical Secretariat in organization and management of project communication (web site, business cards, project logo, brochures, pamphlet, information documents, etc.) and of project visibility (organization of workshops, seminars, study tours, etc.);
- presenting and promoting the work of the project positively, contributing to the development of the Twinning communication strategy;

Translation/Interpretation services

- Translation and interpretation in the daily relations with the RTA, the staff of the Beneficiary Country, the PL and MS experts, the MS Technical Secretariat, Albanian administration and other relevant Albanian stakeholders in compliance with the project necessities;
- assist MS experts in matters related to language problems or other problems emerging from living and working in a foreign country;
- consecutive or simultaneous interpretation during seminars, conferences, meetings, workshop, study visit, and other project related-events;
- translating documents, legislations and regulations, policy documents, implementation plans, reports, training materials, information materials, Power Point presentations, taking minutes, preparing notes and summary records and other written materials necessary for the project;
- contributing to quality assurance of project outputs with a special focus on Albanian and English languages, also on Italian if required;
- performing other duties and activities as may reasonably be required, either related to assistance with the implementation of the project or



related to assistance with language issues and other issues that arise from moving to and working in a foreign country.

Remuneration for the assignment the contract (gross) salary is maximum € 1200 per month.

The RTA Assistant will be employed as an independent consultant according to Twinning Manual provisions. This implies that he/she will be self-employed and undertake full responsibility for the payment of all taxes and obligations deriving from the legislation in force in the Republic of Albania, including for those related to health and social insurance.

Main place of the assignment the RTA Assistant will be based in Tirana, at the Information and Data Protection Commissioner of Albania (IDP) premises. Travels within Albania may be required. Some possible international travelling.

Duration of the assignment Up to 12 months from the date of the contract signature. Full time bases service contract (contract under Italian law).

Giovanni Rubino
Head of Unit
Staff, Organization and Communication

Turin, 1st October 2020