

**Strengthening the capacity of the National Assembly  
of Armenia to further support CEPA  
oversight and implementation**



**Job Announcement for Resident Twinning Adviser's Assistant for  
EU-Twinning Project**

An Assistant to the Resident Twinning Adviser is sought for a European Union Twinning Project entitled "Strengthening the capacity of the National Assembly of Armenia to further support CEPA oversight and implementation" to be implemented by the Hellenic Parliament in consortium with the Italian Parliament for the National Assembly of the Republic of Armenia.

The overall objective of the Project is deepening Armenia's democracy through strengthening the core functions of the legislature.

The specific objective of the Project is improving the capacity of the National Assembly to advance CEPA-related legislation and policies in an inclusive and evidence-based manner at the same time increasing awareness of the impacts and benefits of CEPA.

**Duration of employment:** from employment starting date throughout Project implementation

**Place of employment:** National Assembly of the Republic of Armenia, Yerevan

**Gross monthly salary:** 1.100,00 Euro/month (gross and all inclusive), for a full time job, subject to skills and experience

**Intended duration of the Project:** 24 months (Project implementation start date: 15.12.2020)

**Tasks of RTA Assistant (part of tasks are possible to perform remotely):**

**Administrative assistance**

Act as a principal assistant to the Resident Twinning Adviser (hereinafter "RTA"):

- perform all necessary administrative tasks, in line with the EC procedures for external assistance and the Twinning Manual (Revision 2017 – Update 2018);
- support the RTA as a personal assistant in his duties of general daily management, project administration and coordination of project implementation;
- give assistance to RTA in his relations with public offices relevant for project activities;
- establish and maintain on behalf of the project regular contacts with Beneficiary Country (hereinafter "BC") officials involved in each of the activities and the project management, national and international experts, governmental and non-governmental organizations, stakeholders, etc.

**Logistics/Project coordination**

Assist the RTA with project co-ordination and management:

## **Strengthening the capacity of the National Assembly of Armenia to further support CEPA oversight and implementation**



- prepare, organize and support local actions of RTA, Project Leader (hereinafter “PL”), Junior Project Leader, Deputy Project Leader (hereinafter “DPL”), Project Officer (hereinafter “PO”) and Member State (hereinafter “MS”) experts, and give support during missions by providing relevant information, making travel arrangements and hotel reservations;
- support the preparation of the required documentation for experts missions, trainings and Steering Committees, edit minutes and Mission Certificates, Side Letters etc.;
- accompany or represent the RTA in committees, working party meetings, workshops and seminars, including missions and field visits to regions, if any;
- assist 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);
- assist management reporting (progress, completion), draft and edit texts relevant to the project (newsletters, press releases, power point presentations, substantive documents, etc.);
- draft programmes for MS experts, agenda’s and minutes of meetings and any other relevant documents;
- search documents and reports and prepare synthesis;
- participate 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.);
- support the RTA, PL, DPL and PO 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, following up of visibility events etc.);
- present and promote the work of the project positively, contributing to the development of the Twinning communication strategy;
- manage social media accounts and web platforms of the project under the supervision of the RTA.

### **Office management**

Overall management of the office administration and daily organization of the RTA office:

- standard office/secretarial activities: answer phone calls, organize and file all project materials and maintain financial records, send and receive correspondence, faxes and e-mails, provide general clerical/desk office work etc.;

# Strengthening the capacity of the National Assembly of Armenia to further support CEPA oversight and implementation



- develop and maintain close working contacts and relations with BC PL, JPL and RTA Counterparts, and other BC officials involved in the project;
- follow the Project policy regarding behavior, appearance, health, safety, security, payment regimes, and use of Project equipment etc.;

## **Translation/Interpretation services**

- translate and interpret in the daily relations with the RTA, the staff of the BC and MS experts, and other relevant 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;
- interpret during seminars, conferences, meetings, workshop, study visits, and other project related-events from Armenian to English and vice versa, when needed;
- translate documents, legislation and regulations, policy documents, implementation plans, reports, training materials, information materials, Power Point presentations, take minutes, prepare notes and summary records and other written materials necessary for the project from Armenian to English and vice versa;
- contribute to quality assurance of project outputs with a special focus on Armenian and English languages;
- perform 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.

## **Requirements for RTA Assistant:**

- University degree; Law background would be a plus;
- Be of Armenian nationality or having valid residence and working permits;
- Applicants should not be civil servants or on leave in the Beneficiary administration (Armenian National Assembly) during at least the six months preceding their hiring;
- Applicants may not have or recently have had any contractual relation with the Beneficiary administration (Armenian National Assembly) during at least the 6 months preceding their hiring;
- Excellent command of spoken and written English and Armenian language;
- Computer literacy (e.g. MS Office Word, Excel, PowerPoint, Internet);
- Excellent abilities in drafting documents;
- Experience or eagerness in devising and implementing a communication/visibility strategy;
- Understanding of digital marketing strategy and social media management;
- Some understanding of financial management;

## Strengthening the capacity of the National Assembly of Armenia to further support CEPA oversight and implementation



- Excellent organizational and communication skills;
- Availability and willingness to travel (Armenia and EU);
- Flexibility regarding working hours;
- Must be able to work fairly independently as well as part of a team and be initiative and flexible and
- Maintain confidentiality in all matters relating to the realization and management of the project.

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;
- Experience of working for the National Assembly or the government in the past (excluding the 6-month period preceding the hiring, as above mentioned) or knowledge of parliamentary procedures;
- Experience of working in an international environment;
- Professional knowledge of digital marketing and social media management;
- Knowledge of EU policies and institutions;
- Knowledge of Armenian constitutional framework;
- Knowledge of the Greek and/or Italian languages.

### **Remuneration**

The payment will be done according to the Twinning Contract. The service provider contract will be signed for the remaining implementation period of the Project. The assistant will be contracted by the Member State.

### **How to Apply - Selection procedures:**

Please send your CV and a cover letter explaining briefly your motivation for the position, using Europass templates (<https://europa.eu/europass/en>) quoting “RTA Assistant” to both of the following E-mail addresses: [twinning\\_am@parliament.gr](mailto:twinning_am@parliament.gr); [european.integration@parliament.am](mailto:european.integration@parliament.am)

**Deadline:** 16<sup>th</sup> of February 2021

Short-listed candidates will be invited for an on-line interview.

More on EU Twinning projects: [http://ec.europa.eu/enlargement/tenders/twinning/index\\_en.htm](http://ec.europa.eu/enlargement/tenders/twinning/index_en.htm)

### **IMPORTANT NOTICE:**

Applicants shall not have been involved neither in the selection process nor in the drafting of the Contract. Furthermore, Applicants are neither a civil servant nor on leave from the Beneficiary administration for the last 6 months to take up the position of the RTA assistant.

The assistant will sign a service provider contract and must have a status of self-employed. It will be his/her sole responsibility to comply with all legal requirements for self-employment as well as to cover all related taxes and charges.