



## Job Description

**RTA Assistant for the Transition Facility Twinning project RO/2007-IB/JH/05  
“Fight against money laundering and terrorism financing”  
Financed by the European Union through Transition Facility programme**

### 1. Job Framework

**Job title:** Assistant to the Resident Twinning Adviser

**Place of work:** National Office for Prevention and Control of Money Laundering; 1<sup>st</sup> Ion Florescu Street, District 3 Bucharest

**Area of activity:**

- Transition Facility assistance to Romania
- “Twinning” facility for the National Office for Prevention and Control of Money Laundering with Poland (Ministry of Finance/General Inspector of Financial Information)

**Contractual nature of the job:** Contract with the Central Finance and Contracts Unit for a period up to 12 months

**Remuneration:** up to 1200 euro/month

**Status of the position:** Vacant starting from October 2008

### 2. Job content

**Overall purpose**

Provision of services as Assistant to the Resident Twinning Adviser (the RTA) and short term experts (STE) in order to contribute to the good progress of the Twinning Contract RO/2007-IB/JH/05. Provision of linguistic assistance Romanian/English

**Responsibilities:** to the RTA and to the CFCU as the Contracting Authority

**Principal tasks:**

- management assistance, including standard office/secretarial activities,
- assistance to RTA in his relation with Romanian public offices relevant for the project,
- establishing and maintaining on behalf of the project regular contacts with STE experts and national organization involved,
- preparation, organization and support to local actions and missions of STE experts,

- organization of meetings for RTA and/or other experts with Romanian partners and/or authorities,
- assistance in activities such as interpretation, translation, training, meetings, workshops and seminars etc. and in administrative tasks involved when required,
- accompanying or representing RTA in committees, working party meetings, workshops and seminars, including missions and visits to Romanian institutions when needed,
- taking minutes, preparing notes and summary records,
- research of reports or other documents, preparation of synthesis,
- assisting in following up budgetary activities
- participation in the preparation of studies and documents in areas covered by the Twinning, i.e. information collection, analysis and summarization of data, monitoring of activities, etc.
- drafting and editing of texts relevant to the project (newsletters, press releases, power point presentations, substantive documents) in English and Romanian,
- contribute to the development of the Twinning communication strategy.

### 3. Requirements

- University degree in economics, law, administration, management or other relevant area,
- Romanian as a mother tongue,
- Very good spoken and written command of English,
- Very good communication and presentation skills,
- Very good team working abilities,
- Very good computer skills (MS Office, Word, Excel, Power Point),
- Problem-solving approach and readiness to work hard and flexibly as part of an international result-oriented team,

Optional requirements which would be a plus:

- Experience in the EU Phare/Transition Facility projects implementation (see note),
- Knowledge of the EU Phare/TF procurement procedures,
- Knowledge of the EU policies, institutions and funds,
- Polish language skills, even poor.

**Note:** The experience in the Phare? Transition Facility implementation has been put optional, it is however really important that the candidate is familiar with the ways and procedures of the EU Funds/ assistance.

#### Application Procedure

Application should include a motivation letter and a detailed Curriculum Vitae (EU standard form).

**Application should be sent no later than 20 September 2008 at the following e-mail address:**

**Rel.intl@onpcsb.ro**

**Or by fax at + 40 21.315.52.27**

The first sift of applications will be carried out by the partners and it is envisaged that interviews will be held during 24 – 25 September 2008 in Bucharest.