



European Union Twinning Project:

**Strengthening the capacities of the State Audit and Administrative Control Bureau and supporting the Bureau to become an independent, efficient and effective external audit institution in line with INTOSAI standards**

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implemented by the Supreme Audit Office of Poland at the State Audit and Administrative Control Bureau is seeking to recruit 1 position:

**Resident Twinning Advisor (RTA) Assistant**

**Duration of the Project:** 27 months from 18 January 2021

**Position is based in:** Ramallah, State Audit and Administrative Control Bureau

**Contract type:** fixed term **service contract**

**Gross and all-inclusive monthly salary for a full time job:**

- €1.000/month for the first month
- €1.150/month for the months 2-9
- €1.280/month for the months 10-21
- €1.570/month for the months 22-27

of the contractual relation between a selected person and the Project (represented by the RTA).

**Tasks:**

- Act as a principal assistant to the RTA and visiting experts;
- Assist the RTA with the project's co-ordination and management, including: overall management of the office administration, maintaining the project's records, general desk office work, booking, organising: trainings, expert missions, local travels, Project Steering Committee meetings, seminars, workshops, press conferences;
- Attending meetings, preparing agendas, taking minutes when necessary;
- Maintaining the stationary supplies and inventories;
- Handling budget accounting etc.;
- Drafting external correspondence in English or Arabic;
- Develop and maintain working contacts and relationships with partner institutions' officials, the media etc.;
- Organise procurements for visibility and communication materials in Palestine;
- Perform other duties assigned;
- Maintain a high level of ethical behaviour;
- Maintain confidentiality in all matters relating to the realization and management of the project;



Project financed by the European Union



- Acting as translator or interpreter on some occasions.

**Mandatory requirements and skills:**

- Excellent command of both written and spoken English and Arabic;
- Organisational, administrative and management skills with the ability to identify priorities, meet deadlines, apply initiative and adapt to changing circumstances;
- Strong interpersonal and communication skills;
- Experience of working in the international environment, especially as an assistant in other international projects in Palestine or:
- Experience of working in public administration on governmental level;
- Proficient report drafting in English;
- MS Office proficiency (Microsoft Word, Excel, PowerPoint);
- Experience in using online communicators including MS Teams or similar;
- Flexibility regarding working hours;
- A university degree;
- Readiness to travel to Poland State to work during Project one-week-long study visits (with additional per-diem (rate published by the European Commission));
- RTA Assistant may not have had any contractual relation with the beneficiary administration in the past six months.

**Additional skills and experience:**

- Good knowledge of Palestine legal system;
- A university degree or post-graduate studies in management, public relations, accounting or project management certificate;
- Driving licence.

**Selection procedure:**

Interested candidates are requested to submit:

- CV (in English, Europass format);
- a letter of application of up to 250 words;
- by **5 February 2021** in English via e-mail (please quote “RTA Assistant”) to Maciej Czarnota, Resident Twinning Adviser ([maciej.czarnota@nik.gov.pl](mailto:maciej.czarnota@nik.gov.pl)).
- Short-listed candidates only will be invited by e-mail to an online interview.

