

## **Vacancy notice for the RTA Assistant**

14/08/2024

EU-funded Twinning Project “Strengthening the institutional capacities of the Competition Council to enforce the competition and state aid policy in line with the EU best practices” (*Twining Reference MD 23 NDICI FI 01 24 (MD/40)*) is seeking to recruit the Assistant to the Resident Twinning Adviser (RTA)

### **Background information:**

The above-mentioned project will be implemented in close cooperation between the Competition Council of the Republic of Moldova (MCC) (as the beneficiary), the Romanian Competition Council (Lead Member State partner), the Competition Council of the Republic of Lithuania (CCLR) and the Office of Competition and Consumer Protection (UOKiK) (Junior Member State partners).

The general goal of the Twinning project is to enhance the internal market in Moldova by facilitating the effective implementation and enforcement of Competition and State Aid policies in line with the EU-Republic of Moldova Association Agreement, relevant European acquis, the EU Integration process, and international agreements and ensure fair competition, foster market integrity, and safeguard consumer welfare in the Republic of Moldova. The specific objective of this Twinning project is to strengthen the capacities of the Competition Council to enforce the competition and state aid policy in line with commitments taken by the Republic of Moldova in the framework of the EU integration process.

The project is expected to start on the 1<sup>st</sup> of October 2024<sup>1</sup> and will have a 27 months implementation period.

Within the project, many activities will be carried out such as expert missions, seminars, workshops, study visits and internships, drafting legislation, strategies and implementation plans etc. Therefore, a project Resident Twinning Adviser (RTA) from Romania will be stationed in Chisinau. The project RTA is looking for a qualified RTA assistant.

Under the guidance of the Resident Twinning Adviser (RTA) and in cooperation with her counterpart in MCC, the RTA assistant is expected to carry out the following duties:

### **Office of the RTA / task division:**

The Resident Twinning Adviser (RTA), an officer of the Romanian Competition Council (RCC) - will carry out the daily coordination of the project, together with her Moldovan counterpart in cooperation with the Project Leader from Romania and his Moldovan counterpart.

The RTA will be assisted by two local assistants, one project assistant and one language assistant. The RTA will focus on the overall coordination and content of the activities, and

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<sup>1</sup> The award of this post is subject to the prior signature of the twinning contract with the contracting authority.

the evaluation of the progress of the project, while the project assistant and language assistant will take care of the project administration, logistics, translation, and interpretation. The RTA assistant will focus on the project administration, logistics, drafting minutes, etc. while the RTA language assistant will focus on translation and interpretation. However, both assistants need to be able to replace and assist each other when necessary.

### **Job description:**

Under the guidance of the Resident Twinning Adviser (RTA) and in cooperation with her counterpart in MCC, the RTA assistant is expected to carry out the following duties:

#### ***Project administration / office management:***

- Assisting the RTA in the day-to-day implementation of the project;
- Act as a principal assistant to the RTA and visiting Project Leader (PL), Junior Project Leaders (JPL) and short-term experts (STE);
- Assist the RTA with project coordination and management;
- Perform all necessary administrative tasks, including filing of all project materials and maintaining all financial records (bookkeeping), in line with the EC procedures for external assistance and the EC Twinning Manual;
- Office management, monitoring telephone and general correspondence, answering phone calls, and correspondence;
- Maintaining filing systems and arranging for the exchange of information between project participants;
- Preparation of quarterly Project Steering Committee Meetings including preparation of meeting minutes and assisting preparation of Quarter Interim Reports;
- Developing and maintaining close working contacts and relationships with Beneficiary Country officials and counterparts involved in each of the activities and the project management;
- Assisting in handling of budget accounting.

#### ***Logistics:***

- Assisting the RTA in organization of experts' missions, trainings, seminars, workshops, steering committee meetings, and other project events;
- Taking care of mission preparations and filing mission reports, time sheets and mission certificates
- Preparing activities by providing relevant information to the EU experts, printing and photocopying of materials for seminars and conferences, arranging hotel rooms, transport, rooms for seminars, conferences and meetings, equipment for presentations etc.

#### ***Drafting:***

- Drafting programmes for EU experts, agenda's and minutes of meetings;
- Drafting and editing of minutes of meetings, assisting the RTA in drafting and editing monthly, quarterly, and final project reports and any other relevant documents.

#### ***Translation/interpretation services:***

- Acting as an interpreter for the RTA, assistance with the translation of legislation, policy documents, implementation plans, training materials, PowerPoint presentations etc.,
- Consecutive or simultaneous interpretation during seminars, conferences, and meetings (in addition to the RTA language assistant).

***Other tasks:***

- Performing other duties at the request of the RTA, either related to assistance with the implementation of the project or related to personal assistance with language issues and other issues that arise from moving to and working in a foreign country.

**Profile of the candidate:**

The successful candidate should have the following qualifications:

- Preferably University Degree \*;
- Fluent in oral and written Romanian and English;
- Ability to communicate effectively in these languages, including good drafting skills;
- Experience in office management and project administration, including bookkeeping;
- Experience in Romanian – English v.v. interpretation and translation services;
- Good computer skills (in particular Word, PowerPoint and Excel, Internet);
- Ability to manage several tasks simultaneously;
- Ability to undertake activities independently and as a team player;
- Good planning and organizational skills;
- Proven ability to work effectively in an international environment;
- Previous experience in at least one EU-funded project, preferably as RTA Assistant in a former Twinning project or another equivalent international project.

\*Lack of a university degree may be compensated by skills and a substantial amount of relevant work experience.

**The following skills will be considered an asset for RTA Assistant:**

- Experience of working in an international environment;
- Familiarity with EU project cycle management;
- Experience in working with Moldovan state institutions;
- Additional training, specialization, and post-graduate studies will be considered an advantage.

The RTA Assistant will be employed full-time and stationed in Chisinau.

The RTA Assistant **cannot have** or recently (past six months) have had any contractual relation with the beneficiary administration (Competition Council of the Republic of Moldova) or any other Moldovan public sector administrations.

**Duration and remuneration of the contract:**

- duration: 27 months, till 31<sup>st</sup> of December 2026 (start date: October 2024)
- full-time (40 hours per week)

- (gross) salary: 1500 €per month
- contract type: fixed term service contract.

The RTA Assistant will be based at the Competition Council of the Republic of Moldova (1, Blvd. Alecu Russo, Chisinau). He/she will report to the RTA.

The interested candidates are requested to submit their **CV (in Europass format) and a letter of application** in English **by the 10<sup>th</sup> of September 2024** via e-mail to the following addresses: [catalina.deica@consiliulconcurrentei.ro](mailto:catalina.deica@consiliulconcurrentei.ro); [crisrina.butacu@consiliulconcurrentei.ro](mailto:crisrina.butacu@consiliulconcurrentei.ro)  
**Shortlisted candidates only will be invited to attend an interview.** The date and place of the interview will be additionally indicated to the shortlisted candidates.

The following documents should be annexed in scanned versions to the application:

- Certificate in educational qualification;
- Certificate of language knowledge (if it is available);
- References from previous employer(s) if it is available.