



## **TWINNING PROJECT**

**Twinning Contract**

**PS 20 ENI JH 01 22**

**EuropeAid/176226/DD/ACT/PS**

### **Enhancing Democratic Governance in Palestine<sup>1</sup> through Strengthening Public Integrity and Corruption Prevention**

#### **Job Advertisement**

The Twinning Project “**Enhancing Democratic Governance in Palestine through Strengthening Public Integrity and Corruption Prevention**” is an EU funded project managed by the Contracting Authority – EU Representative Office (West Bank and Gaza Strip, UNRWA), and will be implemented by the Italian Anti-Corruption Authority (ANAC) to the benefit of the Palestinian Anti-Corruption Commission (PACC).

The main objective of the project is to support democratic governance in Palestine by strengthening the ability of the PACC to promote transparency and integrity values in the society while rooting the measures of the corruption prevention.

The project seeks to recruit a Resident Twinning Advisor (RTA) assistant (full time).

#### **Tasks of the RTA assistant:**

- Assisting to the RTA as a personal assistant in his duties of general management and project administration;
- Assisting the RTA in organization of experts’ missions, trainings, seminars, workshops, steering committee meetings and other project events;
- Drafting and editing minutes of meetings, assisting the RTA in drafting and editing monthly, quarterly, final project reports and other relevant documents, assisting the RTA as interpreter and translator from Arabic to English and English to Arabic;
- Arrangement of travel, booking accommodation and study visits;
- Office management, monitoring telephone and general correspondence;
- Developing and maintaining working contacts with Beneficiary Administration officials involved in the project management and with the MS administration.

---

<sup>1</sup> This designation shall not be construed as recognition of a State of Palestine and is without prejudice to the individuals positions of the Member States on this issue.

**Requirements for the candidates:**

- University degree;
- Excellent command of spoken and written English and Arabic languages. Knowledge of Italian is highly desirable;
- Excellent skills in communication and working in an international environment;
- Practical experience in office management and project administration;
- Computer literacy (e.g. Word, Excel, PowerPoint, Internet);
- Proven experience in implementation of international projects and basic knowledge of EU policies (particularly in EU Twinning Projects in similar fields) will be highly considered;
- The RTA assistant may not have had during the past six months from the recruitment any contractual relation with the beneficiary administration - PACC.

**General conditions**

The period of work will be 24 months. Estimated starting date is June/July 2023.

Place of work will be in Ramallah.

The salary will be paid according to the Twinning Contract.

**Selection procedure**

Application letters, including a CV in English, should be submitted by email to all following email addresses:

- **Mr Filippo Romano (Project Leader MS) mail :**  
**f.romano@anticorruzione.it**
- **Mr. Said Shehadeh (Project Leader Beneficiary Administration) mail:**  
**sshehadeh@pacc.pna.ps**

**Deadline for applications is June 10, 2023.**

Incomplete applications or sent after the above deadline will be disqualified and treated as non-eligible.

Shortlisted candidates only will be invited to have an interview.

Place and time of interviewing will be subsequently communicated.



An EU funded Project