



EU funded Twinning Project

## **“Strengthening capacities of the Agency for the Prevention of Corruption and Coordination of Fight Against Corruption (APIK)”**

Twinning number: BA 20 IPA JH 01 23

Is seeking to recruit **Assistant** to the Resident Twinning Advisor (RTA)

Duration: till 14<sup>th</sup> of April 2026 (indicative start date: beginning of May 2024)

Position is based in Dabrobosanska 26-28, Sarajevo, Bosnia and Herzegovina.

Gross monthly salary: 1.500 EUR

Contract type: fixed term service contract.

The RTA Assistant will report directly and will be supervised by the RTA.

### **Tasks of RTA Assistant:**

- Act as a principal assistant to the RTA and visiting short term experts;
- Assisting to the RTA with project co-ordination and management;
- Assisting to the RTA in organization of experts' missions, trainings, seminars, workshops, steering committee meetings, and other project events;
- Overall management of the office administration, including filing, organizing trainings, expert missions, local travels, general desk office work etc.;
- Assisting in organization of meetings in cooperation with RTA and Beneficiary Country partners, preparing meeting agenda and taking minutes;
- Drafting and editing of minutes of meetings, assisting to the RTA in drafting and editing monthly, quarterly and final project reports and any other relevant documents;
- Developing and maintaining close working contacts and relationships with Beneficiary Country officials involved in each of the activities and the project management;
- Assisting in handling of budget accounting;
- Act as a translator and interpreter (Bosnian to English and English to Bosnian) when needed;
- Arrangement of travel, booking accommodation and study visit;
- Office management, monitoring telephone and general correspondence;
- Perform other tasks as assigned by the RTA.

**Requirements for RTA Assistant:**

- University degree;
- The RTA Assistant may not have or recently (past six months) have had any contractual relation with the beneficiary administration;
- Excellent command of spoken and written English and Bosnian language;
- Computer literacy (e.g. Word, Excel, PowerPoint, Internet);
- the RTA Assistant must be able to work fairly independently as well as part of a team and be initiative and flexible;
- Excellent organizational and communication skills;
- Some understanding of financial management;
- Excellent abilities in drafting documents.

**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;
- Communication skills;
- Experience of working in an international environment;
- Experience of working in the field of anti-corruption;
- Knowledge of Italian or Lithuanian language;
- Knowledge of EU policies and institutions;
- Team player.

The interested candidates are requested to submit their **CV and a letter of application** in English by **28<sup>th</sup> April, 2024** via e-mail to the following addresses: [edvinas.chorostinas.twinning@gmail.com](mailto:edvinas.chorostinas.twinning@gmail.com) and [f.romano@anticorruzione.it](mailto:f.romano@anticorruzione.it). **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.

For any further information please contact Mr. Edvinas Chorostinas, e-mail: [edvinas.chorostinas.twinning@gmail.com](mailto:edvinas.chorostinas.twinning@gmail.com).

The above-mentioned Twinning project is an EU funded joint project between **Italy** and **Lithuania**, represented by the Italian National Anticorruption Authority (ANAC), the Special Investigation Service of the Republic of Lithuania (STT), the Police Department of the Ministry of Internal Affairs of the Republic of Lithuania, and **Bosnia and Herzegovina**, represented by the Agency for the Prevention of Corruption and Coordination of Fight Against Corruption (APIK).

**The objective of the project** is to consolidate the Agency for the Prevention of Corruption and Coordination of Fight Against Corruption (APIK)'s key technical and functional capacities so that it can lead Bosnia and Herzegovina toward more strategic anti-corruption (prevention) policies.

The selected person will be a self-employed independent consultant under a Service Contract and will undertake full responsibility for the payment of all taxes and obligations deriving from the legislation in force in Bosnia and Herzegovina, including for those related to medical and social insurance.