



The ENI 2024 Twinning Project
“Systematisation and simplification of the regulatory framework”
(UZ 21 NDICI JH 01 22)

Administrative Assistant to the Resident Twinning Advisor (ref.001)

The Twinning Project “*Systematisation and simplification of the regulatory framework*”, funded by the European Union, is a joint project between the Republic of Uzbekistan, the Federal Republic of Germany and the Republic of Latvia. It is represented by the Ministry of Justice of Uzbekistan, the German Foundation for International Legal Cooperation (IRZ), and the Ministry of Justice of Latvia.

The overall objective is to support Uzbekistan’s reforms towards creating an enabling regulatory environment for trade and economic development in the country. The project aims at strengthening the organisational, administrative, technical and legal capacities of the Ministry of Justice of Uzbekistan (MoJ) in order to ensure stability and predictability of the national legal framework.

The project is seeking an **Administrative Assistant** to the Resident Twinning Advisor (**RTA Assistant**) for 28 months (until 30.07.2026), starting in April 2024. The RTA Assistant will be employed full time and based **in Tashkent**.

Please note: The RTA Assistant may not have, or recently (past 6 months) have had, any contractual relation with the Ministry of Justice of Uzbekistan.

Main task:

To provide daily analytical, technical and project management support to the Resident Twinning Advisor (RTA) as well as to the short-term foreign experts in implementing their activities of the Twinning project.

Profile:

- University degree preferably in Law, Public Administration or Management
- A minimum of 2 years’ experience as assistant/coordinator or similar role in the public or private sector in an international environment
- Strong project management skills: ability to plan workloads and timetables, monitor progress, achieve targets, meet deadlines, prioritise activities, attention to detail, persistence and flexibility
- Experience on EU and/or other internationally funded projects and especially as RTA Assistant in a former Twinning project is an advantage
- Excellent knowledge of MS Word, Excel, PowerPoint or equivalent and very good internet skills
- Fluent in Russian, in Uzbek, and in English; familiarity with legal terminology in English
- Knowledge of protocol and communication skills in an international setting





- Strong organisational skills and ability to work autonomously as well as in a team

Tasks:

- Support to the Resident Twinning Advisor (RTA) in overall project management, analysis, reporting, and record keeping
- Support to the RTA in the preparation and organisation of the different activities from technical point of view
- Organisation of the short-term experts' assignments and meetings as well as project related missions of the Project Leaders and other Member State partner staff
- Provide necessary support in the organisation of seminars and meetings (preparation of invitation letters and documents, etc.)
- Provide ad hoc translation/interpretation
- Facilitate the exchanges between the international team and the different stakeholders
- Other tasks as required

Expected start and end of assignment: 01.04.2024 – 30.07.2026

In case of interest, please send your cover letter and resume (CV) in English and in Europass format to the following e-mail address: schoeller-schletter@irz.de with reference to the position Administrative Assistant to the Resident Twinning Advisor (ref. 001) before **15.03.2024**.

Only short-listed candidates will be notified. Interviews are expected to start in April 2024.

Legal nature of the contract:

Independent activity based on a service contract. The provider should therefore be registered as a service provider and have a fiscal registration number (i.e. MB, PIB) and will be responsible of the payment of all taxes and insurances policies in relation with the activity.



This project is funded by the European Union