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New vacancies in the EU-funded Twinning project Strengthening Land administration Framework in Jordan (JO 22 NDICI OT 02 25)

Croatian Central Finance and Contracting Agency (CFCA) is seeking to contract:

1. **Resident Twinning Advisor (RTA) Assistant (1 person)**
2. **RTA Language Assistant (1 person)**

for the European Union funded Twinning project "Strengthening Land administration Framework in Jordan". The project is implemented between consortium of Croatian, Dutch and Spanish institutions and the final beneficiary of the project is the Department of Land and Survey (DLS), Amman, Jordan.

The fixed term service contract offered is for the period from **1 November 2025 to 30 April 2027**, it is a **full-time** role with location in Department of Land and Survey (DLS) offices in Amman, Jordan. The person must be a Jordanian national or having valid residence and work permits to work in Jordan. The maximum gross monthly salary offered is **1.600,00 EUR** (non-negotiable).

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 the Hashemite Kingdom of Jordan, including for those related to medical and social insurance. The selected person shall not have been in contractual relation with Jordanian public sector during at least six (6) months preceding their hiring.

1. RTA assistant

REQUIREMENTS:

- University degree;
- Fully fluent in English and native or equivalent in Arabic language (spoken and written);
- Computer literacy (MS Office, Internet, email etc.);
- Flexibility to work independently and in team;
- Excellent organizational, inter-personal and communication skills;
- Understanding of financial management;
- Excellent abilities in drafting documents.

THE FOLLOWING WILL BE CONSIDERED AS A STRONG ASSET:

- Previous experience in EU funded projects, especially in Twinning project;
- Knowledge of Jordanian public sector and/or Jordanian system in the area of the project
- Previous experience of working in an international environment.

TASKS/JOB DESCRIPTION:

- Day-to-day assistance to the RTA;
- Assisting visiting short-term experts, Project Leader, Junior Project Leaders and Component Leaders when needed;
- Office management, correspondence, general administrative tasks;
- Assisting in project co-ordination and project management;
- Assisting in writing and editing project documents and financial tables;
- Developing and maintaining close working contacts and relationships with Beneficiary Country officials and staff, Contracting Authority and EUD as well as Croatian, Dutch and Spanish partner institutions;
- Assistance in organization of meetings, seminars and workshops;

- Preparing agenda for the meetings, writing and editing minutes of the meetings;
- Assistance in organization of visibility events, preparation of the needed documents and promotional materials; writing information about the project for general public or targeted stakeholders;
- Providing interpretation services for the RTA and for short-term experts;
- Translation of relevant written material with relation to the project from Arabic to English and vice versa;
- Assistance in organization of study visits to Croatia, Netherlands and Spain; if necessary, accompanying, interpreting and assistance during study visit;
- Arrangement of travel and booking accommodation;
- Performing other tasks as assigned by the RTA.

2. RTA Language Assistant

REQUIREMENTS:

- University degree, preferably in English language;
- Fully fluent in English and native or equivalent in Arabic language (spoken and written);
- Previous experience as translator and interpreter from Arabic to English and vice versa;
- Computer literacy (MS Office, Internet, email etc.);
- Flexibility to work independently and in team;
- Excellent organizational, inter-personal and communication skills;
- Understanding of financial management;
- Excellent abilities in drafting documents.

THE FOLLOWING WILL BE CONSIDERED AS A STRONG ASSET:

- Previous experience in EU funded projects, especially in Twinning project;
- Knowledge of Jordanian public sector and/or Jordanian system in the area of the project;
- Previous experience in translation and/or interpretation work in the field of cadastre, land administration, legal documents and/or other relevant fields;
- Previous experience of working in an international environment.

TASKS/JOB DESCRIPTION:

- Translation of relevant written material with relation to the project from Arabic to English and vice versa;
- Interpretation during missions, meetings, workshops, seminars, trainings, conferences and other project events from Arabic to English and vice versa;
- Team work with the RTA Assistant and if determined necessary, providing office management support, support in project related activities and in writing and editing project documents and financial tables;
- Writing and editing minutes of the meetings, workshops, study visits, etc. and writing information about the project for general public or targeted stakeholders;
- Assistance in the organisation of the short term experts' missions, trainings, conferences and meetings in the Jordan;
- Assistance in organization of study visits to Croatia, Netherlands and Spain; if necessary, accompanying, interpreting and assistance during study visit;
- Support in the compilation of documents for project documentation, presentations and reporting;
- Performing other tasks as assigned by the RTA.

Interested candidates are requested to submit their **CV and a cover letter** in English via e-mail to the following addresses: nikolina.liko@safu.hr and twinning@safu.hr by 21 September 2025. In your application please indicate position(s) you are applying to (it is possible to apply to both positions).

Only shortlisted candidates will be invited for an interview. Interviews will be held on-line. For any further information please contact the abovementioned e-mail addresses.