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TWINNING PROJECT  
UA 23 NDICI -TE 01 24

NDICI- GEO-NEAR/2024/459-066

"Reforming audiovisual media regulation in Ukraine in line with EU standard  
and international best practices"

## Job Vacancy Announcement

### RTA Assistant

This announcement regards a vacancy for the position of “RTA Assistant” for the Twinning Project described below.

The main features are:

Place of work	National Council of Television and Radio Broadcasting of Ukraine
Estimated starting date	18 April 2025
Period of employment	18 April 2025 - 10 July 2026 or until the end of the Project (in case of anticipated conclusion or extension)
Type of employment	full time
Closing date for applications	10 April 2025
Scheduled period for the interviews	11-17 April 2025
Place of work:	Headquarters of the National Council of Television and Radio Broadcasting of Ukraine

#### 1. BACKGROUND

The Twinning project "Reforming audiovisual media regulation in Ukraine in line with EU standard and international best practices" is an EU funded project that will be jointly implemented by a Consortium of EU National Regulatory Authorities (NRAs): Italy - Lead Member State, France, Greece and Germany – Junior Member States.

The overall objective of this project is to increase the efficiency, transparency and consistency of the media policy in Ukraine on the basis of a closer alignment with the EU media framework and to





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strengthen the independence of the National Council of Television and Radio Broadcasting of Ukraine (hereinafter referred to as “National Council” or the “beneficiary institution”), through enhancing legal, regulatory and administrative capacity to take appropriate regulatory measures as required by the legal framework of Ukraine and the EU.

The specific objective is to improve the institutional capacity of the National Council to efficiently regulate Media activities, with a view to ensuring the right to freedom of expression, and stimulating a competitive environment, equality and independence of the media.

The duration of the project is 18 months, starting from 10 January 2025. Depending on the circumstances, however, the duration of the Project may be extended, reduced or suspended for a period of time.

## 2. POSITION OFFERED

The project is looking for one **Assistant to the RTA** (Resident Twinning Advisor), with a view to facilitating the effective delivery of the Twinning’s mandatory results.

The RTA assistant will be employed **full-time** throughout the implementation period of the twinning contract.

Position will be based in Kyiv, at the National Council of Television and Radio Broadcasting of Ukraine.

Gross monthly salary: EUR 1500.

Contract type: fixed term service contract.

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

## 3. DUTIES

The RTA Assistant acts as a principal assistant to the RTA. His/her duties will include:

- Translation and interpretation services (EN/UA/EN) on a daily basis;
- Drafting and editing documents relevant to the project in Ukrainian and English;
- Administrative support to the RTA during the implementation of the project: general tasks of office management and coordination;
- Assisting to the RTA in the overall management of experts’ missions, trainings, seminars, workshops, steering committee meetings, and other project events;
- Support in the elaboration of a communication strategy and the design of visibility materials for the Twinning project;
- 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;
- Active monitoring of all project’s implementation expenses.





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At least at the beginning of the Project, due to the peculiarity of the situation in Kyiv and in Ukraine, the project modality of implementation is assuming a scenario in which RTA and short-term experts may be allowed to work from their home country using the videoconferencing facilities, in accordance with the hybrid modality of implementation that is indicated by the Twinning project fiche. This might change during the implementation of the project.

The RTA assistant, however, will work from the headquarters of the National Council and, due to the absence of the RTA, his/her role will be of utmost importance to ensure a stable and smooth flow of communications between the parties of the Project.

#### 4. QUALIFICATIONS AND EXPERIENCE REQUIRED

##### Requirements:

- Ukrainian native speaker;
- Bachelor degree preferably in the field of media, journalism or political science;
- Excellent oral and written communication skills in Ukrainian and English languages;
- At least one (1) year experience in day-to-day provision of translation and interpretation support to international experts;
- At least one (1) year experience in office management and project administration;
- Excellent Computer skills (MS Word, Excel, Outlook, PowerPoint, Internet, Video conferencing software, etc.);
- Proved organisational skills;
- Excellent inter-personal and communication skills, ability to work in a team in a multi-cultural environment;
- Driving licence and thorough understanding of local context.

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

- Proven experience in EU funded projects, especially as RTA Assistant in a former Twinning project;
- Proven experience in devising and implementing a communication/visibility strategy;
- Communication skills;
- At least one (1) year experience of working in an international environment.

**NOTE: Twinning Manual foresees that the chosen assistant is not a civil servant or agent of the beneficiary (past 6 months) nor is on leave from the beneficiary to take up the position of the project assistant.**

#### 5. CONDITIONS OF EMPLOYMENT

The successful applicant will be an independent consultant, on the basis of the standard IPA-contracts for services. The RTA Assistant will be self-employed and will undertake full responsibility for the payment of all taxes and obligations deriving from the legislation in force, including for those related to medical and social insurance.





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The assignment is full time; the RTA Assistant contract will run from the date of the signature throughout the period of implementation of the Twinning Contract.

## 6. APPLICATION AND SELECTION PROCEDURES

The application process includes a curriculum vitae in English, drawn up according to the Europass CV format (<https://europass.europa.eu/en/create-europass-cv>), and motivation letter in English to be sent by e-mail (marked "RTA Assistant") addressed to [twgmediaua@gmail.com](mailto:twgmediaua@gmail.com).

### **Deadline for the application:**

**10 April 2025**

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

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

Incomplete or late applications will not be assessed. Please note that only applicants selected for the interview will be notified.

Short-listed candidates will be invited for an online interview from 11 to 17 April 2025.

Please note that applications will not be returned to candidates.

