

EU Twinning Project “Support to preparation for participation in EUROSUR network and EURODAC system

(SR 16 IPA JH 03 19)



is seeking to recruit a

Language Assistant

The Twinning project will be implemented in close cooperation between the Ministry of Interior in the Republic of Serbia, Swedish Migration Agency and the Delegation of the European Union to the Republic of Serbia. The project has a duration of 24 months, starting from March 2020 and the working language is English.

Tasks and responsibilities:

- Assistance and linguistic assistance to the RTA
- Providing consecutive interpretation during training sessions, seminars and conferences
- Interpreting meetings and other oral conversations from/to Serbian/English
- Translating legal documents, training materials, information materials and other written material from/to Serbian/English
- Support the administrative and project management tasks when needed
- Perform other tasks assigned by the Resident Twinning Advisor (RTA)

Qualifications and skills required

- University degree in foreign language (English) or equivalent qualification in translation/interpreting
- Excellent skills in communication and working in an international environment
- Fluent language skills (oral and written) in at least Serbian and English (Swedish language skills will be considered an asset) on conversational and technical level
- Ability to deliver complex and technical translations/interpretation
- Previous working experience in translation and interpretation, preferably in other EU-projects
- Practical experience in office management and project administration, preferably in other EU-projects
- Excellent computer skills including of MS Office products (Word, Excel, Power Point)

- Interested candidates shall **not** currently have or recently (past six months) have had any contractual relation with the beneficiary; Ministry of Interior of the Republic of Serbia.
- Knowledge of EU institutions and policies (experience with EU Twinning Projects and experience with EU Twinning Projects) and/or experience with Serbian Public Administration shall be an asset)

Selection procedure

Applications, including CV and cover letter in English should be submitted no later than **March 20 at 12:00 CET** to following addresses:

erik.reho@migrationsverket.se

bjorn.begstrom@migrationsverket.se

Incomplete applications or applications sent after the deadline will be disqualified and treated as non-eligible. The RTA assistant is needed at a very short notice and should be available as from April/May 2020.

The selection procedure will include interviews and a written test. Only short-listed candidates will be contacted for interviews. Job interviews will take place in March/April 2020.

Entry Date: April/May 2019

Duration: Project duration 24 months.

Location: Belgrade, Republic of Serbia

Remuneration :
Maximum 1 800 euro gross per month depending on professional experience, which will be subject to local taxation and other deductions. Assistants will be employed through a local employment agency.