

## **Support to the preparation for the establishment of the "Supplementary Information Request at the National Entries" (SIRENE) Bureau in Serbia**

Contract number: CRIS No.2020/414-716

Twinning number: SR 16 IPA JH 01 18 R



### **Vacancy announcement Language Assistant / translator to the Resident Twinning Advisor**

The Twinning Project "Support to the preparation for the establishment of the "Supplementary Information Request at the National Entries" (SIRENE) Bureau in Serbia" is a joint project between the Beneficiary Country, Austria and Slovenia, represented by the Agency for European Integration and the Slovenian Ministry of Interior.

The overall objective of this project is to contribute to meeting security standards for police information exchange between Serbia and EU Member States in accordance with EU standards based on the European Information Exchange Model (EIXM) and as defined in the Commission implementing Decision 2017/1528 of 31st August 2017 replacing the Annex to Implementing Decision 2013/115/EU on the SIRENE Manual and other implementing measures for the second generation Schengen Information System (SISII) (notified under document C(2017/5893).

The project is seeking one Language Assistant/translator to the Resident Twinning Adviser (RTA Language Assistant) for the next 24 months starting on 01<sup>st</sup> July 2020. The Language Assistant/translator will be employed full time and stationed in Belgrade, Serbia.

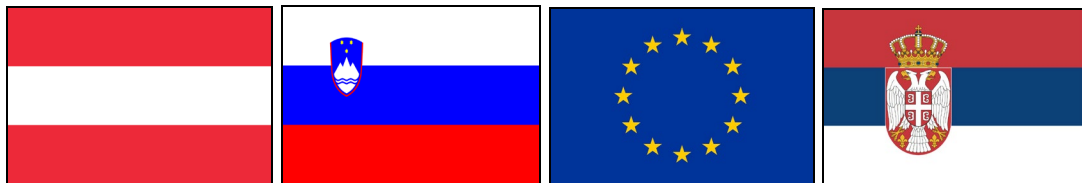
#### **Tasks**

- Support the Resident Twinning Adviser in his daily tasks.
- Interpretation skills/interpreting from English to Serbian and vice versa, at meetings and other oral conversations.
- Translation of documents, regulations, training materials, information materials and other written materials from Serbian to English and English to Serbian.
- Drafting of written materials with relation to the project in Serbian and English.

#### **Necessary Qualifications**



This project is funded by the European Union



- University degree (or equivalent professional experience of at least 4 years).
- Professional fluency in oral and written in English and Serbian; German and Slovenian would be an advantage.
- Experience in EU projects (will be an asset).
- Organized and rigorous.
- Autonomous.
- Very good computer skills (MS Office, Word, Excel, Internet).
- Very good communication skills.
- Good capability to manage multi-cultural environment.
- He / She shall be able to act with secrecy and discretion and have good presentation.

## Remuneration

The payment will be done according to the Twinning Contract. The service provider contract will be signed for the duration of the Project and he/she will be contracted by the Member State

## How to Apply

Please send your application, CV Europass and Cover Letter via e-mail to: [dusan.kerin@gmail.com](mailto:dusan.kerin@gmail.com). Please indicate (in both your e-mail and cover letter) where you discovered this job posting.

**Deadline: 15.06.2020**

Short-listed candidates will be invited for an interview.

## IMPORTANT NOTICE:

The Language Assistant/translator may not have or recently (past 6 months) have had any contractual relation with the beneficiary administration that is the Public Administration of the Beneficiary Country.

The Language Assistants/translator will sign a service contract and must have a status of self-employed. It will be his/her sole responsibility to comply with all legal requirements for self-employment as well as to cover all related taxes and charges.



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