



European Union Twinning Project

Twinning number: SR 15 IPA JH 01 18

“Strengthening Capacities of Internal Control in the Fight against Corruption within the Ministry of Interior”

is seeking to recruit Resident Twinning Advisor (RTA) language assistant

Duration of the Project implementation: total Project duration 18 months, start date: 1st of March 2019, indicative end date 1st of September, 2020.

Work place: is based in Belgrade

Maximum monthly payment: 1.700 EUR

Contract type: fixed term **service contract**

Duration of the contract: up to 18 months with extension possibility up to 3 months

The RTA language assistant will report directly and will be supervised by the RTA.

RTA language assistant

Tasks:

- To be the main interpreter and translator for RTA, the project leader and short-term experts (Serbian-English v.v. for translation and Serbian-English v.v for interpretation);
- To support RTA and other project experts in their day-to-day activities as the Project translator and interpreter (Serbian-English v.v. for translation and Serbian-English v.v for interpretation);
- To translate all the necessary materials related to the coordination and management of the Twinning Project (all documents related to the Twinning Project the translation whereof was not purchased from the project funds);
- To translate all the documents necessary for events related to project activities;
- To translate material prepared by experts (proposals, recommendations, draft legal acts, etc.);
- To interpret at missions, trainings, seminars, meetings of the supervisory committee and other Twinning Project events;
- Accompany the RTA or other project experts to the study visits, meetings, workshops and seminars and also on missions and field visits;
- To interpret in meetings of RTA and short-term experts with representatives of beneficiary institutions;
- To maintain and develop close relations with employees of project partners and beneficiary institutions participating in project activities and project management;
- To support RTA Assistant when needed;



- To perform other duties, for example, to cooperate and work together with RTA and RTA assistant in the implementation of daily project-related activities, to accompany participants in the study visit and to interpret for them.

Requirements for the RTA language assistant:

- be of Serbian nationality or having valid residence and working permits;
- University degree in English linguistics / philology or similar;
- The RTA language assistant may not have had any contractual relation during at least the last 6 months with the beneficiary administration, namely the Ministry of Interior of the Republic of Serbia;
- Language, Translation or Interpretation Studies, or relevant (proven) working experience as translator;
- Excellent command of spoken English, Serbian and written of English and Serbian;
- Proven experience in translation and interpretation, with a focus on legal documents;
- Computer literacy (e.g. Word, Excel, PowerPoint, Internet);
- Excellent organizational and communication skills.

The following will be considered as an asset for RTA language assistant:

- Work experience in international organizations / environment.

Interested candidates are requested to submit their (1) **CV** and a (2) **letter of application (motivation) in English** via e-mail to the following address: RTA Mr. Simonas Grebelis simonas.grebelis.twinning@gmail.com and Mr. Dalius Kontrimavičius d.kontrimavicius@cpva.lt by **28 March 2019**. **Only shortlisted candidates will be invited to attend a pre-selection interview.** Interviews preliminary are scheduled to be held on **1-2 April, 2019** in the premises of the Ministry of Interior of the Republic of Serbia, Bulevar Zorana Djindjica 104, SRB – 11070, Belgrade. For any further information please contact RTA Mr. Simonas Grebelis simonas.grebelis.twinning@gmail.com and Mr. Dalius Kontrimavičius d.kontrimavicius@cpva.lt.

The above-mentioned Twinning project is an EU funded joint project between **Lithuania**, represented by the Special Investigation Service of the Republic of Lithuania, **Romania**, represented by the Anti-Corruption General Directorate, Ministry of Internal Affairs of Romania and **Republic of Serbia**, represented by the Ministry of Interior of the Republic of Serbia. The project implementation will last 18 months.

The purpose of the project is to support capacity building of the Internal Affairs Sector, with a focus on preventive mechanisms to fight corruption in the Ministry of Interior.

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 Republic of Serbia, including for those related to medical and social insurance. The RTA



Assistant will carry his/her duties and tasks on the base of contract concluded with the Contracting Authority.