



EU co-financed Twinning Project under the IPA Programme 2013

“Support to Waste Management Policy” in the Republic of Serbia
is seeking to recruit an
Language Assistant to the Resident Twinning Adviser (RTA)

Duration: 24 months, indicated start in mid-August 2017

Place of Work: Ministry for the Environmental Protection, Belgrade

Gross monthly salary: 1.300,00 EUR fixed term contract (full-time)

Tasks of the RTA Language Assistant

- Act as a language assistant to the RTA and assisting short term experts during their visits:
 - Translation of documents (project reports manuals, legal texts, information brochures), agendas, training programmes, and other documents.
 - Acting as interpreter in Serbian and English language on any issues relevant to the project, especially during meetings, seminars, workshops trainings and other project events in and outside of Belgrade;
 - Drafting of written materials in Serbian and English
- Close cooperation with the, and support to the RTA assistant to manage daily workload in the Twinning office;
- Develop and maintain close working contacts and relationships with Beneficiary Country officials involved in each of the activities and the project management.

Qualifications & Skills

Minimum Requirements for the candidate¹

- Proficiency in Serbian language (both in Cyrillic and Latin alphabet);
- Excellent command of spoken and written English language (at least C1 level);
- Computer literacy (MS Word, MS Excel, MS PowerPoint, Outlook, Internet);
- Excellent organizational and communication skills;
- University degree & experience concerning environmental issues.

Additional Requirements²

- Working experience with Serbian public administration in Twinning or Technical Assistance projects (but not as an public administration employee within the past six months);
- Experience in office management and project management;

¹ Only candidates meeting minimum requirements will be subject to further evaluation

² Meeting any of these is desirable and constitutes an advantage

- Knowledge of
 - legal and administrative situation in Serbia;
 - Waste management in Serbia
 - EU institutions, EU Funds, accession processes in Serbia and environmental policy/law;
- Experience of international donor funded projects, for example: EU funded projects, such as Twinning projects;
- Have at least five year of professional experience.
- Driving licence for passenger cars

Others:

The assignment requires preparedness to work occasional overtime and undertake business trips in Serbia and study tours outside Serbia (including overnight stays);

The assignment requires high sense of responsibility; excellent interpersonal and communication skills; interest in the subjects of the project and commitment;

Applications

Your application should include:

- a motivation letter in English;
- a CV (Europass format³) in English with detailed description of your professional experience and your education with exact dates;
- copies of relevant documents (university degree, reference letters etc.).

Note that the project assistant may not have or recently (past six months) have had any contractual relation with the Serbian public administration.

Qualified candidates are kindly asked to submit their applications by e-mail not later than August 8th, 2017 to musetoiu@gmail.com (Mr. Nae-Musetoiu, Resident Twinning Advisor), luka.starcevic@eko.minpolj.gov.rs (Mr. Starcevic, RTA counterpart), brigitte.karigl@umweltbundesamt.at (Ms. Karigl, MS Project Leader) and aniko.noviczky@umweltbundesamt.at (Ms. Noviczky, assistant).

Only short-listed candidates will be invited to an interview in 3rd week of August 2017. Selected candidates will sign a contract with the Environment Agency Austria.

³ CV form in EU format is available at: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>