



European Union Twinning Project

Twinning number: SR 14 IPA JH 02 18

“Development of the Schengen Action plan”

is seeking to recruit Resident Twinning Advisor (RTA) Language Assistant

Duration: indicative start date: October or November 2019, the end of the assignment 30 September 2020.

Work place is based in Belgrade

Maximum Gross monthly salary: 1.800 EUR

Contract type: fixed term service contract

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

1. RTA language assistant

Tasks:

- Act as a language assistant to the RTA and assist visiting short term experts;
- Translate written materials with relation to the project in Serbian-English and English- Serbian Interpret during missions; meetings, workshops, seminars, trainings and other project events in Serbian-English and English- Serbian;
- Developing and maintaining close working contacts and relationships with Beneficiary Country and Member States' officials involved in the activities and the project management;
- Performing all other duties assigned e.g. cooperate and work with RTA Assistant in daily management of the project related activities.

Requirements for the RTA language assistant:

- be of Serbian nationality or having valid residence and working permits;
- University degree in translation/interpretation or English language;
- RTA language assistant may not have or recently (past six months) have had any contractual relation with the beneficiary administration, namely the Ministry of Internal Affairs and the Border Police of the Republic of Serbia;
- Excellent command of spoken and written English, and Serbian (at least C1 level - <http://europass.cedefop.europa.eu/resources/european-language-levels-cefr>);
- Computer literacy (e.g. Word, Excel, PowerPoint, Internet);
- Experience in legal issues translation and interpretation;
- Excellent organizational and communication skills.

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

- Experience in EU funded projects, especially as RTA assistant and/or RTA language assistant in a former Twinning project;
- Experience in translation and interpretation related to law enforcement agencies' activities;
- Communication skills;
- Experience of working in an international environment;
- Knowledge of Lithuanian or Hungarian language;
- Team player.

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. Sergej Makarov by 1 **October 2019**. **Only shortlisted candidates will be invited to attend a pre-selection interview**. For any further information please contact RTA Mr. Sergej Makarov e-mail.: rta@vrm.lt

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.