



### ***Job Advertisement for Language Assistant to the RTA***

**The European Union's program under the IPA –Improvement of the Penalty System - for Serbia (EU funded Twinning Project) is seeking to recruit an**

#### **Language Assistant to the Resident Twinning Adviser (RTA Language Assistant)**

The Twinning Project “Improving capacities and capabilities within the prison system in the Republic of Serbia” is a joint project between the Republic of Serbia, Federal Republic of Germany and Republic of Austria, represented by the Administration for Enforcement of Penal Sanctions (Ministry of Justice), German Foundation for International Legal Cooperation and Austrian Federal Ministry of Justice.

The overall objectives of this project are strengthening capacities for training, education and employment of convicted persons, and improving living and working conditions within the prison system in the Republic of Serbia.

The purpose of this contract is to support improvement of capacities and capabilities of the penitentiary system in the Republic of Serbia.

The project is seeking a Language Assistant to the Resident Twinning Adviser (RTA Language Assistant), whose activities include assisting the RTA with co-ordination and management of the Twinning project by translation and interpretation activities. The duration of the contract is 18 months. The planned starting date is **June 2017**.

The RTA Language Assistant will be employed full time and stationed in Nis. The RTA Language Assistant may **not** have or recently (past 6 months) have had any contractual relation with the beneficiary administration that is the Ministry of Justice of the Republic of Serbia.

The tasks of the RTA Language Assistant include:



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- Translation and interpretation on a daily basis;
- Translation of all documents related to the project activities (legislation, mission reports, correspondence, Short-Term Experts' presentations, etc.);
- Interpretation for the RTA and STEs in all meetings, workshops, seminars, conferences, etc.;
- Providing assistance in the preparation of project-related documents;
- Taking part in the Study visits interpreting for Beneficiary institution's participants and for the RTA;
- Providing assistance with all the office work, organising meetings, help the RTA and the RTA Assistant in everything which is necessary for the smooth operation of the project.

### **Requirements for the candidates:**

The RTA Language Assistant will be recruited in accordance with the following selection criteria:

Required skills and experience:

- Preferably University Degree in English Philology;
- Fluent in spoken and written Serbian with an excellent command of written and spoken English (knowledge of French language is an advantage);
- Practical experience in day-to-day provision of translation and interpretation support to international advisors / experts. Additional related education or certification(s) may substitute for the required experience;
- Experience of international donor funded projects, for example: EU funded projects, such as Twinning projects would be an advantage;
- Excellent Computer skills (MS Word, Excel, Internet, etc.);
- Excellent organisational skills;
- Excellent inter-personal and communication skills.

Candidates should send a copy of their CV (in Europass format) with a cover letter in English, by e-mail to Ms. Bojana Tadic at [tadic@irz.de](mailto:tadic@irz.de) and copied to Mr. Catalin Claudiu Bejan at [catalinbejan2004@hotmail.com](mailto:catalinbejan2004@hotmail.com), Ms. Natasa Radulovic [n.radulovic@mpravde.gov.rs](mailto:n.radulovic@mpravde.gov.rs) and Mr. Milan Tanaskovic [milan.tanaskovic@mpravde.gov.rs](mailto:milan.tanaskovic@mpravde.gov.rs) marked "RTA Language Assistant" by **09 July 2017**.

We reserve our right to contact only short-listed candidates.

The following documents should be annexed in scanned versions to the application:

- Certificate on educational qualification;
- Certificate of language knowledge (if it is available);
- References from previous employer(s) (if it is available).

### **Legal nature of the contract:**

Independent activity based on a service contract. The provider should therefore be registered as a service provider and have a fiscal registration number (i.e. MB, PIB) and will be responsible of the payment of all taxes, and insurances policies in relation with his activity.



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