



## Support in strengthening of the capacities of relevant institutions within the substances of human origins (SoHO) system

### JOB ADVERTISEMENT

#### RESIDENT TWINNING ADVISOR LANGUAGE ASSISTANT EU funded Twinning Project SR 18 IPA HE 01 20

**Duration of the Project implementation:** total Project duration 24 months, start date: 12<sup>th</sup> of July 2021, indicative end date 11<sup>th</sup> of July 2023.

**Work place:** is based in Belgrade. The possibility of remote working if situation will be unfavorable by COVID – 19.

Contract type: fixed term service contract.

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

#### Tasks of RTA Language Assistant (the part of tasks are possible to perform remotely):

- Act as a language assistant to the RTA;
- Assisting as a language assistant for a visiting short term experts, Project Leader and Components Leaders when needed;
- Translate written materials prepared by RTA and experts with relation to the project in Serbian and English (proposals, recommendations, draft legal acts, etc.);
- Interpret during missions: meetings, workshops, seminars, trainings and other project events;
- Accompany the RTA or other project experts to the study visits, meetings, workshops and seminars and also on missions and field visits when needed;
- Develop and maintain close working contacts and relationships with employees of project partners and Beneficiary Country officials involved in each of the activities and the project management;
- Support RTA Assistant when needed;
- Perform all other duties assigned by the RTA, e.g. cooperate and work with RTA Assistant in daily management of the project related activities.

#### Requirements for RTA Language Assistant:

- University degree in English linguistics / philology or similar;
- Be of Serbian nationality or having valid residence and working permits;
- The RTA Language Assistant may not have or recently (past six months) have had any contractual relation with the beneficiary administration - The Ministry of Health of the Republic of Serbia;
- Excellent command of spoken and written English and Serbian language;
- Computer literacy (e.g. Word, Excel, PowerPoint, Internet);



- Proven experience in translation of legal acts (competition law – an advantage), interpretation during similar theme events;
- Excellent organizational and communication skills.

**The following skills will be considered an asset for RTA Language Assistant:**

- Experience in EU funded projects, especially as RTA Language Assistant in a former Twinning project;
- Experience in simultaneous translation;
- Experience of working in an international environment/organisations;
- Knowledge of the Lithuanian language;
- Team player.

The interested candidates are requested to submit their **CV and a letter of application** in English by **21<sup>st</sup> June, 2021** via e-mail to the following addresses: [garuole@gmail.com](mailto:garuole@gmail.com) and [e.kerpiene@cpva.lt](mailto:e.kerpiene@cpva.lt). **Shortlisted candidates only will be invited to attend an interview.** The date and place of the interview will be additionally indicated to the shortlisted candidates.

For any further information please contact Ms. Kristina Garuolienė, e-mail: [garuole@gmail.com](mailto:garuole@gmail.com), and Ms. Eglė Kerpienė [e.kerpiene@cpva.lt](mailto:e.kerpiene@cpva.lt).

The above-mentioned Twinning project is an EU funded joint project between **Lithuania**, represented by National Blood Centre of Lithuania (NBC), National Transplant Bureau under the Ministry of Health Address (NTB) together with Central Project Management Agency (CPMA) and **Jordan**, represented by Ministry of Health of the Republic of Serbia.

**The purpose of the project** is to contribute to the strengthening of the legislative framework and institutional capacities for fulfilling the requirements of EU membership in the area of public health.

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 Serbia, including for those related to medical and social insurance. The RTA Language Assistant will carry his/her duties and tasks on the base of contract concluded with the CPMA and RTA.

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