



EU Twinning Project „Support to strengthening migration management and asylum system in Serbia“

Twinning Number: SR 16 IPA JH 02 18

Vacancy Announcement for Language Assistant

The EU Twinning project “Support to strengthening migration management and asylum system in Serbia” is being implemented by the Swedish Migration Agency of Sweden, the Immigration and Naturalization Services of the Netherlands and the Ministry of the Interior of Slovenia in close cooperation with the Commissariat for Refugees and Migration of the Republic of Serbia.

The Overall Objective of the project is to contribute to strengthening the capacities of the Commissariat for Refugees and Migration and other relevant institutions for implementation of migration and asylum policy and procedures in line with the EU Acquis.

The Twinning Project is looking for a Language Assistant for the provision of the various translation/interpretation services within the project. Under the guidance and direct supervision of the Resident Twinning Advisor (RTA), the Language Assistant will provide quality translations and interpretations from English into Serbian language, and vice versa, ensuring consistency of terminology and demonstrating highest standards of professional behavior, including dealing with confidential information.

Location: Belgrade, Serbia
Application Deadline: 12.03.2021
Languages Required: English, Serbian
Starting Date: March / April 2021

Duties and responsibilities

Language Assistant will be responsibilities for the following tasks:

- Support the RTA in her daily duties;
- Provides interpretation services (consecutive) from English to Serbian language, and vice versa during meetings, missions, seminars, training sessions and other events, as required;
- Provide high-quality written translation from English to Serbian language, and vice versa of different project documents and material, including legislative documents, manuals, training material, reports, etc.;
- Provide high-quality substantive editing, proofreading of documents and ensure quality check of translations in English and Serbian languages;
- Drafting of documents with relation to the project in English and Serbian;
- Supporting the RTA and Short Term Experts (STEs) from the EU Member States involved in the project activities;
- Perform any other tasks related to the project or personal assistance with language issues or other issues that arise from moving to and working in Serbia;
- Performing all other duties assigned e.g. cooperate and work with RTA Assistant in daily management of the project related activities.



Required qualifications, experience and skills

- University degree in philology or other relevant field;
- Professional fluency in written and oral English and Serbian languages (proficiency level);
- A minimum of 3 years of progressively responsible experience in the field of translation and interpretation in legal and humanitarian area;
- Advanced computer skills, including a first-class command of Microsoft Word, Excel, PowerPoint & Outlook;
- Ability to act with discretion and maintain impartiality and objectivity;
- Flexibility and ability to meet set deadlines and work in demanding situations with a willingness for hard work, as part of an international result-oriented team;
- Maturity of judgment and a problem-solving approach with the ability to work alone or with minimal supervision;
- Excellent communication and organizational skills;
- Availability to travel in the country and abroad;
- Experience as interpreter/translator in EU funded projects would be considered an asset;

We attach particular importance in our selection procedure to the candidate's personal ability to fit into our project organization and our way of working.

Selection procedure and deadlines for the submission of the application

Applicants shall submit the following documents in English:

- Personal CV (Europass format¹), including information about experience in providing similar services;
- CV cover / motivation letter.

The documents shall be submitted to following e-mail addresses with the subject "Vacancy - Language Assistant SR 16 IPA JH 02 18":

- Katarina Mlekov – katarina.mlekov@migrationsverket.se
- Milosava Smiljanic – milosava.smiljanic@kirs.gov.rs
- Nikola Popov – nikola.popov@kirs.gov.rs

The deadline for the submission of the application is **12.03.2021**.

Incomplete applications or sent after the above deadline will be disqualified or treated as non-eligible. The Language assistant is needed at a very short notice and should be available as from March/April 2021 to October 2021.

The selection procedure will include an interview and written and verbal language test. Only short-listed candidates will be invited for an interview. Job interviews and tests will take place in Belgrade or online.

Important notice

The Language assistant shall not have been in any contractual relation with the Serbian public administration during at least the 6 months preceding her/his hiring.

¹ <https://europass.cedefop.europa.eu/>