

EU Twinning Project “Support to National Asylum System in the Republic of Serbia” (SR 13 IB JH 02)



Job Vacancy



We are looking for a full-time
Interpreter / Translator

The Twinning project will be implemented in close cooperation with Commissariat for Refugees and Migration, Ministry of Interior of Republic of Serbia, Swedish Migration Agency of Sweden, the Immigration and Naturalization Services of the Netherlands and the Ministry of Interior of Slovenia. The project has duration of 24 months, starting from September 2015 and the working language is English.

Tasks and responsibilities:

- Assistance and linguistic assistance to the RTA
- Providing consecutive interpretation during training sessions, seminars and conferences
- Interpreting meetings and other oral conversations from/to Serbian/English
- Translating documents, training materials, information materials and other written material from/ to Serbian/English
- Support the administrative and project management tasks when needed
- Perform other tasks assigned by the Resident Twinning Advisor (RTA)

Qualifications and skills required

- University degree in foreign language (English) or equivalent qualification in translation/interpreting
- Excellent skills in communication and working in an international environment
- Fluent language skills (oral and written) in at least Serbian and English
- Previous working experience in translation and interpretation, preferably in other EU-projects
- Practical experience in office management and project administration, preferably in other EU-projects
- Excellent computer skills including of MS Office products (Word, Excel, Power Point)
- Interested candidates shall **not** currently have or recently (past six months) have had any contractual relation with the beneficiaries; Commissariat for Refugees in Republic of Serbia and/or Ministry of Interior, Republic of Serbia.
- Knowledge of EU institutions and policies (experience with EU Twinning Projects and experience with EU Twinning Projects) and/or experience with Serbian Public Administration shall be an asset)

Selection procedure

Application letters, including a CV in English should be submitted by email to following email addresses:

Katarina Mlekov - katarina.mlekov@migrationsverket.se

Conny Larsson – conny.larsson@migrationsverket.se

Incomplete applications or sent after the above deadline will be disqualified and treated as non-eligible. The language assistant is needed at a very short notice and should be available as from Nov 2015.

The selection procedure will include job interviews and language test with RTA. Only short-listed candidates will be contacted for interviews. Job interviews will take place in Belgrade in Nov 2015.

Entry Date:	November 2015
Duration:	Project duration 24 months (start Sept 2015) Availability as of November 2015
Location:	Belgrade, Republic of Serbia
Remuneration :	Max 1700 euro per month, depending on professional experience

Please be informed that the successful applicant may need to undertake full responsibility for the payment of all taxes and obligations deriving from the legislation in force, including for those related to medical and social insurance.

If you are interested in this position, please send your 1) CV in English and 2) Application letter per email and refer to the position of your interest, quoting the reference: Language assistant, **as soon as possible or latest 11 November 2015.**