

EU FUNDED TWINNING PROJECT BA 18 IPA AG 01 09 “EU’S SUPPORT TO CAPACITY BUILDING AND GRADUAL UNION ACQUIS ALIGNMENT IN THE FOOD SAFETY SECTOR IN BOSNIA AND HERZEGOVINA”

**JOB ADVERTISEMENT
LANGUAGE ASSISTANT TO RESIDENT TWINNING ADVISOR
UNDER THE EU FUNDED TWINNING PROJECT**

This EU Twinning Project BA 18 IPA AG 01 19 is a joint project between a consortium formed by:

- State Food and Veterinary Service of the Republic of Lithuania (SFVS),
- Ministry of Agriculture and National Food Chain Safety Office (NÉBIH), Hungary
- Istituto Zooprofilattico Sperimentale dell’Abruzzo e del Molise “G. Caporale”, Italy
- Istituto Zooprofilattico Sperimentale Umbria e Marche “Togo Rosati”, Italy

and the Beneficiary administration: Food Safety Agency of Bosnia and Herzegovina in cooperation with competent authorities of the two entities, namely Federation of BiH and Republika Srpska, and Brčko District of BiH.

Project objective: To support acquis alignment and building capacities in the Food safety sector in Bosnia and Herzegovina.

Purpose of the vacancy: seeking for a Language Assistant to the Resident Twinning Advisor (RTA) whose main activities include assisting the RTA with translations and interpretations under the Twinning project. The RTA language assistant will be employed full time.

I. The key task of the RTA Language Assistance:

- Providing satisfactory translation (of documents) and interpretation from the official languages of Bosnia and Herzegovina into English and vice versa, related to the scope of the project for the RTA and also for all visiting* short-term experts (during working meetings, projects steering meetings, seminars, workshops etc.);
- Translation of documents and papers provided by the authorities in Bosnia and Herzegovina;
- Interpretation during the twinning project activities (i.e. workshops, seminars, study visits etc.);
- Teamwork with the RTA Assistant and if necessary, support in locating relevant documentation for successful project implementation, organisation of short-term experts’ missions, trainings, conferences, meetings in Mostar* etc.;
- Supporting the RTA in:
 - Updating the project share point website;
 - Fulfilling other tasks as assigned by the RTA.

II. The requirements for the RTA Language assistant candidates:

- RTA Language Assistant engaged within the EU Twinning contract may not have or recently (at least during the 6 months preceding his/her recruitment) has had any contractual relation with none of the named beneficiary institutions;
- University degree;
- Minimum 2 years of professional experience;
- Native speaker of the official languages of Bosnia and Herzegovina;
- Excellent command of written and spoken English;
- Experience in interpretation and translation;
- Ability to establish and maintain effective working relations;

*Subject to COVID-19 pandemic situation.

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- Valid residence and working permits;
- Excellent computer skills (especially: MS Office, Word, Excel, PowerPoint);
- Excellent interpersonal and communication skills;
- Capacity to work in a multi-cultural environment;
- Understand and respect all confidential classification (both of government or trade nature) of any government or trade document, statement, or other information he/she may be given during the exercise of his/her duties.

The following will be an advantage:

- Experience in similar projects;
- Common understanding of public administration and of food safety area.

III. The work conditions:

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 Bosnia and Herzegovina, including for those related to medical and social insurance. The RTA Language Assistant will carry his/her duties and tasks on the base of a contract concluded with the State Food and Veterinary Service of the Republic of Lithuania (SFVS).

Duration: 35 months

Salary: 1100 Euro/month (gross value, indirect taxes not included).

Place of work: the project base in the Food Safety Agency of Bosnia and Herzegovina located in Mostar.

Working hours: will be as those that are in force at the Beneficiary administration and served on a full-time basis, including required flexibility for in the office* work time.

The project is an equal opportunity employer.

IV. Application:

- Applications should include a cover letter and Curriculum Vitae in English (CV in Europass format¹)
- Certificate of education qualification;
- Certificate on the language knowledge (if available).

Applications containing the reference: “RTA Language Assistant” should be sent to the following e-mail address: daiva.visockiene@vmvt.lt no later than 9 October 2020.

Interviews with short-listed candidates will take place in the premises of the Food Safety Agency of Bosnia and Herzegovina in Mostar* and/or online, if and where relevant, during October 2020.

***Note:** all applications received in any other language different than English will be automatically rejected.*

¹ Available at: <https://europa.eu/europass/en/create-europass-cv>

*Subject to COVID-19 pandemic situation.