



REINFORCEMENT OF CONSUMER PROTECTION IN SERBIA

JOB ADVERTISEMENT

RESIDENT TWINNING ADVISOR LANGUAGE ASSISTANT EU funded Twinning Project SR 18 IPA HE 02 20

Duration of the Project implementation: total Project duration 24 months, start date: 9th of June 2021, indicative end date 8th of June 2023.

Work regime and location: full time, 8 hours a day, mostly in the Twinning Project Office, St. Nemanjina 22-26, Belgrade, occasionally at the events organised in Belgrade and over the country.

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 parts of tasks are possible to perform remotely):

- Acting as a Language Assistant to the RTA, cooperate and work with RTA Assistant in daily management of the project related activities.
- Interpretation and translation from Serbian language to English (and preferably one other project consortium language – Slovak/German/Polish) and from English to Serbian language for the RTA and short-term experts and other persons involved in the project.
- Providing translation of legislative acts, administrative documents, guidelines, reports, background papers, mainly oriented on the area of consumer protection, e-commerce, legislation.
- Providing interpretation in personal contacts with project collaborators, representatives of state institutions, social partners, and other stakeholders, as well as interpretation at the meetings, trainings, seminars, conferences and other project events.
- Assisting the RTA in the implementation of the work plan of the twinning project, organizing meetings, seminars, and workshops, attending meetings, training workshops and other project related events and producing minutes of meetings.
- Promoting and maintain close working contacts and relations with Serbian project leader and RTA counterpart, and other Serbian officials involved in the project.
- Closely cooperate with the administrative RTA Assistant.

Requirements for RTA Language Assistant:

- Having Serbian citizenship; with a university degree background.
- Having an excellent command of spoken and written English and Serbian.
- Additional training, specialization, post graduate studies in related areas will be considered as an advantage.
- Being free of any links with staff members of the Ministry of Trade, Tourism and Telecommunications.
- Have not been in any contractual relation with the Beneficiary Country public sector during at least the 6 months preceding their hiring.





- Having excellent organizational and communication skills, inter-personal skills,
- Familiar with terminology relating the topics of the Project – consumer protection, e-commerce, EU legislative framework/institutions.
- Having excellent computer skills (MS Office, Excel, Internet).
- Willingness to travel in the country/EU.
- Working experience with Serbian public administration in Twinning or Technical Assistance projects will be a strong advantage (but not as a public administration employee within the past six months).
- Tact and ability to work with people; ability to ensure effective and efficient provision of services and teamwork, full confidentiality in all aspects of the assignment, management of information flow and follow-up on deadlines and commitments, positive and constructive attitude.

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

- Experience in EU funded projects, especially as RTA Assistant in a former Twinning project.
- Experience of working in an international environment.
- Knowledge of Slovak (Czech), German or Polish language
- Knowledge of EU policies and institutions.
- Knowledge of Serbian legislative framework in the area of public health.

The interested candidates are requested to submit their **CV and a letter of application** in English **by 23rd June 2021** via e-mail to the following addresses: ivan.majercak@gmail.com. **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 Mr. Ivan Majerčák, e-mail: ivan.majercak@gmail.com.

The above-mentioned Twinning project is an EU funded joint project between **Slovak Republic, Poland and Germany, represented by Regional Development Agency Senec-Pezinok and Ministry of Trade, Tourism and Telecommunications, Sector for Consumer Protection in Beneficiary country 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 consumer protection.

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 Assistant will carry his/her duties and tasks on the base of contract concluded with the RDA and RTA.

“This publication is produced with the assistance of the European Union. The contents of this publication are the sole responsibility of and may in no way be taken to reflect the views of the European Union”.

