



The European Union's IPA 2007 Programme for Croatia  
EU Twinning Contract

***“Strengthening the Anti corruption Inter –Agency Co-operation  
–  
Management support of the Ministry of Justice Anti corruption sector”***

is seeking to recruit:

**Full-time Translator/Interpreter**

**AND**

**Assistant to the Resident Twinning Advisor – (RTA)**

**Duration:** From May 2010 to January 2012

**Place of work:** Position is based in Zagreb, Ministry of Justice of Republic of Croatia,  
Twinning office

**The role of the Translator/Interpreter will be:**

- To provide satisfactory translation (of documents) and interpretation (Croatian – English/French/- Croatian) on administrative and judicial matters;
- Interpretation during meetings, seminars and workshops;
- Compilation of documents for project documentation and reporting.

**Skills and experience required for Translator/Interpreter:**

- be of Croatian nationality;
- no current staff member of Ministry of Justice
- have excellent command of spoken and written Croatian and English language
- have excellent command of spoken and written French language.
- be a skilled technical interpreter / translator in relation to administration and judicial regulations
- have excellent inter-personal skills.

**Payment:** 1,800.00 EUR (gross)

### **The role of the Assistant of Resident Twinning Advisor will be:**

To support the RTA in different aspects of his daily work including assistance in the following tasks: assist the RTA in the implementation of the work plan of the twinning project organising meetings, seminars and workshops, and creation of working materials for such events (slides, handouts ..), attending meetings, training workshops and other projects related events and producing minutes; assisting to prepare financial information and maintaining contact with the project manager.

Editing the monthly, quarterly and final project reports and any other relevant documents, office management and general work (answering phone calls, filing, photocopying, sending and receiving mails and faxes,

Identifying contracting and monitoring commercial relations if necessary (extra translation, transport or others).

Acting as interpreter and translator for the RTA and Short Term Expert involved in the project if necessary;

To develop and maintain close working contacts and relations with Croatian project leader and RTA counterpart, and other Croatian officials involved in the project.

To assist the RTA and visiting short term experts with arrangements for travel accommodation and any other issues arising from residence and work in Croatia.

### **Skills and experience required for the Assistant of Resident Twinning Advisor**

- The Assistant of Resident Twinning Advisor will:
- Be of Croatian nationality; with a university degree, an excellent command of spoken and written English and Croatian, the knowledge of French will be an advantage.
- Be free of any links with staff member of Ministry of Justice.
- Have excellent organizational and communication skills, and some understanding of financial management.
- Have an experience of working in Twinning or similar projects will be an advantage.
- Have excellent inter-personal skills.

**Payment:** 1,800.00 EUR (gross)

**Closing date for applications:** 06 May 2010

**Interviews will be held on:** 07 and 10 May 2010

If you can start on the 10<sup>th</sup> of May 2010 and fulfil the expected requirements please send applications including curriculum vitae (CV in Europass format) in English or French to Mr. Jean-Pierre BERNARD at the following address:

[shadock86@gmail.com](mailto:shadock86@gmail.com)