

Job Advertisement for RTA Language Assistant

EU funded Twinning Project under the Transition Facility Programme

“Further development of internal control system and work methodology” (CRO INTERCON)

Twinning Number: HR 14 IPA FI 04 16

Is seeking to recruit Language Assistant to the Resident Twinning Advisor (RTA)

Duration of the contract: 7 months (indicative date: from July 2017 until February 2018)

Position is based in: Ministry of Finance, Central Harmonization Unit Veslačka 2-4, 10 000 Zagreb, Republic of Croatia

Gross monthly salary: 900,00 EUR fixed term contract

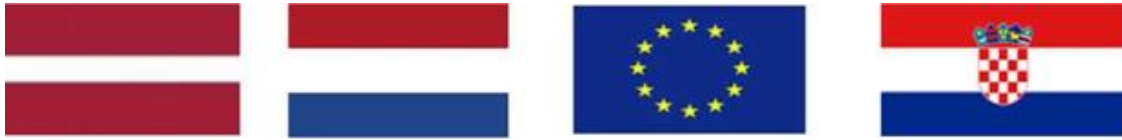
The RTA Language Assistant will be employed part-time.

Tasks of the RTA Language Assistant:

The RTA Language Assistant will act as a translator and interpreter during project implementation, will translate all documents required to be in the national or English language for the project.

The RTA Language Assistant’s responsibilities will include also, but will not be limited to the following tasks:

- Act as a Language Assistant to the RTA and assist visiting short term experts
- Translate written materials with relation to the Project in Croatian and English
- Interpret during missions, meetings, workshops, seminars, trainings and other Project events
- Develop and maintain close working contacts and relationships with officials involved in the project activities



- Cooperate and work with RTA and RTA Assistant in daily management of the Project related activities
- The assignment will include one business trip to Republic of Latvia (indicative date: December 2017) as interpreter lasting 5 working days.

Requirements for the RTA Language Assistant:

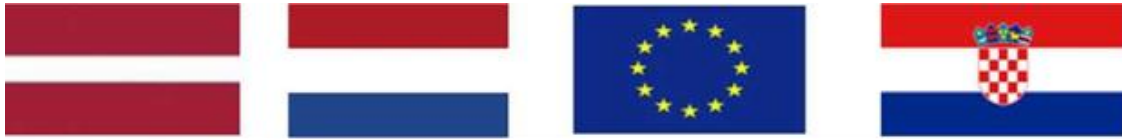
- University degree
- Fluent in English language
- Proven experience in translation and interpretation into Croatian and English
- Ability to work in multicultural environment
- High level of flexibility
- Able to work fairly independently as well as part of a team and to be initiative and flexible
- Full computer literacy
- The RTA Language Assistant may not have or recently (past six months) have had any contractual relation with the beneficiary administration

The following experience and skills will be considered as an asset for the RTA Language assistant:

- Experience in EU funded projects, especially as RTA Language Assistant in previous Twinning projects
- Working Experience in Public administration of Croatia
- Experience and knowledge in the field of internal control system and/or financial management

Interested candidates are requested to submit their CV and a letter of application in English via e-mail to Ms Jūlija Adamoviča to the following address: julija.adamovica@mfin.hr indicating in the subject "RTA Language Assistant" by **Wednesday, 31th May 2017**.

Only shortlisted candidates will be invited to attend an interview: The interview will take place in **June 2017** at the premises of Ministry of Finance, Zagreb, Republic of Croatia.



For any further information please contact Ms. Jūlija Adamoviča at: julija.adamovica@mfin.hr

The abovementioned Twinning Project is a joint project between the Republic of Latvia represented by the Ministry of Finance, Kingdom of the Netherlands represented by National Academy for Finance and Economics and Republic of Croatia represented by Ministry of Finance, Central Harmonization Unit.

The main objective of the project is to further develop the internal control system in the Republic of Croatia through improvement of work methodology with particular emphasis on practical usage in public sector entities and to promote good practices of implementation of internal control system.