**Vacancy announcement for the position: Language Assistant to the Resident Twinning Advisor for EU-funded Twinning Project (Closing Date: 04/09/2020)**

The Language assistant to the Resident Twinning Adviser (RTA Assistant) is sought for an **EU funded Twinning Project** **“EU’s support to capacity building and gradual Union acquis alignment in the veterinary sector of Bosnia and Herzegovina*”.***

The EU Twinning Project BA 18 IPA AG 02 19 is a joint project between the following beneficiary institution:

Veterinary Office of Bosnia and Herzegovina (VOBiH), in cooperation with competent authorities of the entities and Brčko District of BiH,

and a consortium formed by:

* Austrian Agency for Health and Food Safety (AGES), Austria
* Ministry of Agriculture and Food, France
* Ministry of Agriculture, Croatia

The overall objective of this EU funded project is to support acquis alignment and building capacities of the sector stakeholders. The project will focus on the areas of Animal health, Animal welfare and Animal Waste/Animal By-Product.

**I. Key tasks of the RTA Language Assistant:**

* Provide satisfactory translation and interpretation (BSC or English; if needed, there might be also German) related to the scope of the project, like animal health, animal welfare and/or animal waste products matters during working meetings, project steering meetings, seminars, workshops etc.
* Translation of relevant written material with relation to the project from BSC or English and vice versa; if needed, optionally, might be from/to German as well
* Interpretation during missions, meetings, trainings, conferences and other project events
* Assistance in the organisation of short term experts’ missions, trainings, conferences, meetings in Sarajevo\* and participation in study visits to Austria, France and Croatia\*
* Updating the project share point website
* Team work with the assistant and if necessary providing office management support and project related activities
* Support the compilation of documents for project documentation, presentations and reporting

**II. Requirements for the candidates:**

* RTA Assistant funded by 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.
* Valid residence and working permits
* University degree
* Excellent command of written and spoken English language
* Be a skilled technical translator/interpreter in relation animal health, animal welfare and animal waste products
* Excellent computer skills (especially: MS Office, Word, Excel, Power Point)
* Excellent inter-personal and communication skills
* Capacity to work in a multi-cultural environment
* Understand and respect all confidential classifications (both of a government or trade nature) of any government or trade documents, statements or other information he/she may be given during the exercise of his/her duties

**The following will be considered as an asset:**

* Knowledge of French
* Knowledge of German
* Experience with interpretation and translation of documents
* Organisational experience in international projects esp. in the field of veterinary issues is an advantage (EU Twinning Project and international donor funded project)

**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 Assistant will carry his/her duties and tasks on the base of a contract concluded with Austrian Agency for Health and Food Safety (AGES).

.**Duration:** 48 months

**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

**Location:** Sarajevo

**Starting:** 15September 2020

**Remuneration:** 1.500 Euro/month (gross value, indirect taxes not included).

**IV. Application:**

The candidates should send their CV (Europass format shall be used) with a detailed description of previous experience and education and all required documents as indicated below **in English** via e-mail to the following e-mail address:  [eu4veterinary@ages.at (link sends e-mail)](mailto:twinning.agrifood@gmail.com) with the reference to “*RTA Language Assistant*”.

The CV format can be found at the following link:

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

**The following documents shall be annexed in scanned versions:**

* Motivation Letter, signed by the applicant, explaining the compliance with the eligibility criteria
* Certificate on educational qualification
* Certificate on language knowledge (if available)

**The deadline for the application is 04/09/2020**.

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

Short-listed candidates only will be invited for an interview in Sarajevo\* or online\*.