

## **Job Advertisement: Language Assistant to Resident Twinning Advisor (RTA) / Ref. n. 2**

*Vacancy - The EU Twinning Project "KS 13 IB FI 01 Support to Kosovo Customs" is seeking a full-time Language Assistant (interpreter/translator) to the RTA (Resident Twinning Advisor). Duration of the contract: up to 24 months. Location: Pristina. Languages requested: English, Albanian and Serbian.*

### **I. NECESSARY QUALIFICATIONS**

#### **Compulsory Requirements:**

- Successfully accomplished higher education;
- Excellent spoken and written command of English, Albanian and Serbian;
- Ability to accurately interpret and translate from/to English, Albanian and Serbian languages, with professional experience in same within an international office, preferably in the public administration sector;
- Excellent drafting skills in English, Albanian and Serbian acquired through studies or professional experience;
- Advanced computer skills, including a first-class command of Microsoft Word, Excel, PowerPoint and Outlook;
- Ability to work under pressure and to meet set deadlines with a willingness for hard work and to be flexible, as part of an international result-oriented team;
- Maturity of judgment and a problem-solving approach with the ability to work alone or with minimal supervision;
- Individuals who have been civil servants or Customs officials of the Kosovo Customs Administrations (within the previous 6 months) or who are on leave from such administrations to take up this new job are not eligible for the RTA language assistant position.

#### **Optional Requirements:**

- Knowledge of the Kosovo Customs law and procedures
- Previous experience in EU-funded projects and sound knowledge of Twinning Projects framework;
- Knowledge of Italian and/or French (spoken and written) is an asset;
- Training or professional experience abroad in EU Member States;
- Previous experience in translating/interpretation in the Customs discipline;
- Knowledge of the Customs environment;

### **II. RESPONSIBILITIES**

- Supporting the RTA and other project experts in their day-to-day activities as the Project translator and interpreter (English - Albanian - Serbian);
- Providing translation and interpretation in the preparation and implementation of activities, such as training, meetings, workshops, seminars or other circumstances as required;
- Providing translation and interpretation assistance in the preparation of studies, documents and other material, in areas covered by the Twinning;
- Assisting the RTA in drafting the minutes in English, Albanian and Serbian of the Steering Committee Meetings and other meetings /events related to the Project;
- Reviewing, translating and editing text relevant to the project (newsletters, press releases, PowerPoint presentations, substantive documents) in English Albanian and Serbian;
- Accompanying the RTA or other project experts to meetings, workshops and seminars and also on missions and field visits throughout Kosovo or Italy;
- Providing general support for RTA and/or other experts with Kosovo partners and/or authorities;
- Assisting the RTA in communications, liaison and general working relations with Kosovo public offices and institutions, relevant to project activities;
- Maintaining a high level of ethical behaviour and to act in a non-discriminatory manner at all times;
- Supporting the RTA Assistant when needed;
- Respecting, actively supporting and, where appropriate, contributing to the overall aims and objectives of the Project;
- Following the Project policy documents and guidelines on: behaviour, appearance, health, safety, security, payment regimes, and use of Project equipment etc;
- Maintaining confidentiality in all matters relating to the work of the Project.

### **III. SELECTION PROCEDURES**

CV (Europass format) and cover letter in the English language will be sent to the following e-mail address:

[dogane.internazionali.cooperazione@agenziadogane.it](mailto:dogane.internazionali.cooperazione@agenziadogane.it)

### **IV. DEADLINE FOR THE SUBMISSION OF THE APPLICATION:**

**Monday 2<sup>nd</sup> December 2014**

Short-listed applicants will be invited for an interview by December the 9<sup>th</sup>.

### **V. ADDITIONAL JOB INFORMATION**

#### **Duration:**

Maximum duration of the contract: 24 months

Project start: January/February 2014

#### **Location:**

Pristina, with some possible national and international travelling.

#### **Remuneration and Working Conditions:**

Up to € 1.100/month (gross and all inclusive), subject to skills and experience for a full time job.