



EU Twinning Project

“Improvement of forest management in Serbia as a contribution to climate change adaptation and mitigation” (Reference Number: SR 16 IPA EN 02 20)

VACANCY ANNOUNCEMENT

About the project:

The purpose of this two-year twinning project is to strengthen capacities of the forestry sector in Serbia to implement obligations stemming from EU standards and regulations in forestry and related fields, including timber market, Forest Information System, subsidies, NATURA 2000 and bioeconomy. The project will deliver a contribution towards climate change adaptation and mitigation in forestry, fully in accordance with the New Green Deal of the European Union. The project partnership consists of Austria as lead Member State, Slovakia as junior partner MS and Serbia as the beneficiary country. The project is led by Austrian Research Centre for Forests and Austrian Federal Forest Office. The Ministry of Agriculture, Forestry and Water Management plays the central implementation role in Serbia. To support the Resident Twinning Adviser (RTA) in managing the project, the following position will be filled:

Twinning Language Assistant

The tasks of the Twinning Language Assistant include:

- Provide language support and assistance to the RTA and short-term experts during their visits;
- Translation of written materials (documents, agendas, presentations, legislative texts, training materials, information materials and other written materials) for the project from English to Serbian and vice versa;
- Edit Quarterly Project Reports and other official Project publications;
- Drafting of minutes of meetings and written materials with relation to the project in Serbian and English;
- Interpretation and translation during missions, meetings, workshops, seminars and other project events;
- Verify accuracy and consistency of presentations and translations of technical material from English into Serbian (and vice versa) when needed;
- Close cooperation with the, and support to the RTA Assistant to manage daily workload in the Twinning office.

Qualifications and experience required:

- Excellent command of spoken and written English and Serbian language;
- University degree in English Language and literature (translator/interpreter) and experience concerning environmental/forestry vocabulary;
- Previous experience in language assistance, translations and interpretations;
- Excellent organizational and communication skills;
- Ability to establish and maintain effective working relations;
- Advanced use of computer and office software packages (MS Word, Excel, Power point, Outlook, internet).

Additional Qualifications, which would be considered an advantage:

- Previous working experience in IPA Twinning projects or other EU funded projects;
- Knowledge of legal and administrative situation in Serbia and EU institutions, EU Funds, accession processes in Serbia and environmental and forestry policy/law;





EU Twinning Project

- Good knowledge of German language;
- Experience with audit terminology use;
- Driver's license B.

Others:

- The assignment requires preparedness to work occasional overtime and undertake business trips in Serbia and study tours outside Serbia (including overnight stays);
- The assignment requires high sense of responsibility, excellent interpersonal and communication skills, interest in the subjects of the project and commitment.

Applications should include:

- Motivation letter in English;
- CV (Europass format) in English with detailed description of your professional experience and education;
- Copies of relevant documents (university degree, reference letters etc.).

Note: Twinning Language Assistant must not have or recently (past six months) have had any contractual relation with the Serbian public administration.

What will be offered?

- An all-inclusive competitive salary for this full time position will be offered. Working in a team with national and international experts, the successful candidate will have the opportunity to gain extended experience in the field of forestry governance and in the management of an international project.
- The start of the assignment is expected on 1 March 2021 at the earliest. The duration of the EU Twinning project is 24 months, the project officially started on 11 January 2021.
- Place of work: Ministry of Agriculture, Forestry and Water Management – Directorate of Forests, Omladinskih brigada 1, Belgrade.

Application: Electronic application with Europass-CV in English language (<https://europa.eu/europass/en/create-europass-cv>), motivation letter and the copies of relevant documents should be sent per e-mail to: recruitment.serbia@bfw.gv.at (subject: "Twinning Language Assistant") no later than 20 February 2021.

Shortlisted candidates will be invited to interview.

