



Republic of Serbia  
Ministry of Justice

**Strengthening Capacities of the High Judicial Council (HJC) and the State Prosecutorial Council (SPC)**  
**IPA 2013 – SR 13 IB JH 03**

**Job Advertisement**

Resident Twinning Adviser (RTA) Assistant (Full time) and language assistant (Full time) in EU Twinning Project on Strengthening Capacities of the High Judicial Council and the State Prosecutorial Council

Duration: 24 months

Estimated Starting Date: May-June 2015

Place of Work: Belgrade

**1. RTA assistant**

**Tasks:**

- Assisting to the RTA as a personal assistant in his duties of general management and project administration
- Acting as interpreter and translator (Serbian to English and English to Serbian) on any issues relevant to the project
- Assisting RTA in organization of experts' missions, trainings, seminars, workshops, steering committee meetings, and other project events
- Drafting and editing minutes of meetings, assisting RTA in drafting and editing monthly, quarterly and final project reports and any other relevant documents
- Arrangement of travel, booking accommodation and study visit
- Office management and daily organization of the RTA office (answering phone calls, organizing and filing, sending and receiving faxes and e-mails, providing general clerical work etc.)
- Developing and maintaining close working contacts and relationship with beneficiary country officials involved in each of the activities and the project management

**Requirements for the candidates:**

- University degree (University degree in Law will be an asset)
- Serbian native speaker
- Excellent command of spoken and written English language. Spoken and written knowledge of Spanish will be an asset
- Computer literacy (e.g. Word, Excel, PowerPoint, Internet)





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- He/She must be able to work fairly independently as well as part of a team and be initiative and flexible
- Proven experience in implementation of international projects and projects related to the field of justice will be an asset
- Previous experience in office management and excellent organizational skills
- He/She may not have or recently (past six months) have had any contractual relation with the Ministry of Justice of the Republic of Serbia
- Have at least three years of relevant professional experience

## **2. RTA language assistant**

### **Tasks:**

- Translation of legal and technical documents from project working Language (English) to Serbian and vice versa for the project team (RTA, short-term experts)
- Translation of legal and technical documents from Spanish to Serbian and vice versa for the project team (RTA, short-term experts) on a daily basis
- Interpretation from project working Language (English) to Serbian and vice versa for the project team (RTA, short-term experts) on a daily basis
- Interpretation from Spanish to Serbian and vice versa for the project team (RTA, short-term experts) on a daily basis
- Drafting and editing of written project materials in Serbian and in English
- Developing and maintaining close working contacts and relationship with beneficiary country officials involved in each of the activities and the project management
- Interpretations during meetings, trainings and workshops

### **Requirements for the candidates:**

- University degree (University degree in Translation and interpretation will be an asset)
- Excellent command of oral and written Serbian, Spanish and English languages
- Computer literacy (e.g. Word, Excel, PowerPoint, Internet)
- He/ She must be able to work fairly independently as well as part of a team and be initiative and flexible
- Familiarity with terminology in the field of law
- Proven experience in legal and technical translation and interpretation
- Experience in office management and project administration will be an asset
- He/She may not have or recently (past six months) have had any contractual relation with the Ministry of Justice of the Republic of Serbia





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- Willingness to occasionally perform business trips
- Have at least three years of professional experience

### **Remuneration**

The salary (1.500,00 €/month Gross salary) will be paid according to the Twinning Contract.  
The working contract will be signed for 24 months.

### **Place of Application**

The application should include:

- a motivation letter in English;
- a CV (Europass format) in English with detailed description of professional experience and education with exact dates
- copies of relevant documents (university degree, reference letters etc.)

Applications should be sent by e-mail to all following addresses:

Mr Aleksandar Stoiljkovski [aleksandar.stoiljkovski@vss.sud.rs](mailto:aleksandar.stoiljkovski@vss.sud.rs) (Project Leader)

Ms Marijana Santrac [marijana.santrac@rjt.gov.rs](mailto:marijana.santrac@rjt.gov.rs)

Mr Borja Jimenez [borjajim@gmail.com](mailto:borjajim@gmail.com)

***Deadline for applications*** March 20, 2015 at 17:00

Only short-listed candidates will be contacted. Candidates who have not been contacted by March 31, 2015 should consider there will be no follow up to their application.

Place and time of interviewing will be subsequently communicated

Please specify in the cover letter for which of the following positions you are applying

The abovementioned Twinning project is a joint project between the Kingdom of Spain represented by the General Prosecutor Office and FIIAPP, the Republic of Greece represented by the Ministry of Justice and EPLO and the Republic of Serbia, represented by the HJC and the SPC.

