**The Language Assistant to the Resident Twinning Adviser (RTA Language Assistant) is expected to provide support to the RTA as project translator and interpreter, required by EU funded Twinning Project „Support to improving working conditions and preparing the Republic of Serbia to participate in EURES”, ref. SR 22 IPA SO 01 24.**

**Project background**

The Twinning Project „Support to improving working conditions and preparing the Republic of Serbia to participate in EURES” is a joint project between the Republic of Serbia, represented by the Ministry of Labour, Employment, Veteran and Social Affairs (MoLEVSA), and a consortium from four EU Member States: Greece, France, Sweden, and Slovenia, led by Greece, represented by the Centre of International and European Economic Law (CIEEL).

The overall objective is to enhance the legislative and institutional framework for a more efficient and inclusive labour system.

The specific objective is to align labour legislation with the Union acquis and establish preconditions for participation in EURES.

The expected outputs to be achieved for Component 1: Alignment of the Serbian labour legislation with the Union acquis

Result 1.1 Table of concordance of Serbian labour legislation with the Union acquis developed,

Result 1.2 Strengthened legislative and policy capacities in the field of labour,

Result 1.3 Inclusive consultative process conducted during the law-making process,

Result 1.4 A set of labour laws (including the Labour Law, relevant and corresponding regulations, the Law on Volunteering, Law on Conditions for Temporary Posting Abroad, Law on Preventing Abuse at Work, Law on Seasonal Jobs, Law on Agency Employment, Law on Traineeships, Law on Records in the Field of Labour,) drafted and aligned with the Union acquis and an ex-ante analysis of draft laws developed.

The expected outputs to be achieved for Component 2: Establishing preconditions for participating in EURES

Result 2.1 Situation, needs, and gaps related to legal, institutional, administrative, infrastructural, and technical capacities of MoLEVSA, NES, employment agencies to fully access EURES, assessed and analysed,

Result 2.2 Human capacities of the MoLEVSA, (advisors on normative and supervisory tasks in the field of employment and economic migration), NES (employment advisors and IT employees), and employment agencies (employment advisors) built to implement the EU Regulations,

Result 2.3 NES and employment agencies supported in meeting conditions to participate in EURES.

**The tasks of the RTA Language Assistant include:**

* Supporting the RTA and other project experts in their day-to-day activities as Project translator and interpreter;
* 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 the areas covered by the Twinning;
* Assisting the RTA in drafting the minutes in Serbian and English 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 and documents) in English and Serbian;
* Accompanying the RTA or other project experts to meetings, workshops, seminars as well as to missions and field visits throughout Serbia and EU (for activities outside Belgrade only travel and accommodation costs will be reimbursed);
* Assisting the RTA in communications, liaison and general working relations with BC public offices and institutions, relevant to project activities;
* Providing assistance, including linguistic one, to the BC and Member State (MS) Administration associated with the Twinning, as and when required;
* Performing temporarily RTA assistant in case of his/her unavailability at work.

**Requirements for the candidates:**

The RTA Language Assistant will be recruited in accordance with the following selection criteria:

Required skills and experience:

* Mother tongue: Serbian;
* Excellent command of spoken and written English;
* University degree;
* Ability to accurately interpret and translate from/to English/Serbian languages, with professional experience within an international office, preferably in the public administration sector;
* Excellent drafting skills in English;
* Advanced usage of computer and office software packages (MS Word, Excel, etc);
* Previous working experience in IPA twinning projects or other EU funded projects is an asset;
* Knowledge of labour legislation terminology is an asset;
* Previous experience in translating/ interpretation.

**Location and timing**

The RTA Language Assistant will be hired full-time on a contract and stationed in Belgrade, in the period from April 2025 until March 2027.

**General information**

Civil servants and other staff currently employed by public administrations of the beneficiary country are not eligible to apply as RTA Language Assistant.

Application letter and EU format CV, both in English, must be submitted by e-mail to: programs@cieel.gr, projekti.medjunarodna@minrzs.gov.rs, no later than 31.03.2025, titled: „Application for RTA Language Assistant”. References must be available on request.

Only short-listed candidates will be contacted.

The Project is an equal opportunity employer, in respect of the principles of good governance, sustainable development, and gender equality.

All applications will be considered strictly confidential.