

## **Vacancy announcement for the position: Project Language Assistant to the Resident Twinning Advisor for EU-funded Twinning Project (Closing Date: 28/02/2021)**

The Language Assistant to the Resident Twinning Adviser (RTA Language Assistant) is sought for an EU funded Twinning Project “Further support to Indirect Taxation Authority (ITA) of BiH”.

The EU Twinning Project BA 17 IPA FI 01 20 is a joint project between the following beneficiary institution:

Indirect Taxation Authority of Bosnia and Herzegovina,  
and a consortium formed by:

- Austrian Agency for European Integration and Economic Development GmbH, Austria and Ministry of Finance, Croatia

The objective of this project is to improve overall performance of Indirect Taxation Authority (ITA) by applying new laws, procedures and well-developed effective systems of customs, VAT and excise control.

### **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 indirect taxation 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 organization of short-term experts' missions, trainings, conferences, meetings in Sarajevo\* and participation in study visits to Austria, and Croatia\*
- Updating the project share point website
- Team work with the project 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 Language 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.

\*Subject to covid-19 pandemic situation

- National of Bosnia and Herzegovina, having valid residence and working permits
- University degree
- Excellent command of written and spoken English language
- Be a skilled technical translator/interpreter in topics related to the twinning project
- 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 the sensitive nature of all information gathered during the project implementation

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

- Knowledge of German
- Experience with interpretation and translation of documents
- Organizational experience in international projects (Technical Assistance projects or Twinning Projects)

**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 Language Assistant will carry his/her duties and tasks on the base of a contract concluded with the Austrian Agency for European Integration and Economic Development GmbH.

**Duration:** 18 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 (most probably 9am to 5pm)

**Place of posting:** Banja Luka

**Starting:** 1.4.2021

**Remuneration:** 1.600 Euro/month (gross value, indirect taxes not included).

**IV. Application:**

The candidates should send their CV in Europass format with a detailed description of previous experience and education and all required documents as indicated below **in English** via e-mail

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to the following e-mail addresses: [johann.rieser@aei.at](mailto:johann.rieser@aei.at) and [jasna.pavic@uino.gov.ba](mailto:jasna.pavic@uino.gov.ba) 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 28/02/2021.

**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 Banja Luka or online in case of the prolongation of measures due to COVID-19 Pandemic.