



EU co-financed Twinning Project under the IPA Programme 2009

“Capacity building for implementation Directive on pollution caused by certain dangerous substances discharged into the aquatic environment and the Water Framework Directive”

is seeking to recruit a:

Language Assistant

Duration: 12 months. - Estimated starting date: April 2012

Position is based in: Ministry of Agriculture, Water Policy Department, Zagreb.

Gross monthly salary: fixed term contract based on a service contract, payments will be made on presentation of authorised monthly bills (1800 €/month including taxes).

Tasks of the Language assistant:

Under the management of the Resident Twinning Adviser (RTA):

- Acting as interpreter and translator (Croatian to English and English to Croatian) on any issues relevant to the project;
- Interpreting in meetings and other oral conversations;
- Translating documents, regulations, training materials, information materials and other written materials;
- Drafting of written materials with relation to the project in English and Croatian and translating whenever needed;
- Assisting the RTA in the dissemination of information on the Project through the creation of working materials for meetings, seminars and workshops (e.g. leaflets, flyers, slides, handouts, etc);
- Assisting the RTA, in coordination with the RTA assistant, on other aspects of his daily work including assistance in the following tasks:
 - Organising meetings, training workshops and other project related-events and producing minutes;
 - Drafting and editing documents, assisting RTA in drafting and editing Terms of Reference of missions, progress reports of the project and any other relevant documents.

Possibilities of providing services from French and/or German to Croatian (in interpretation, translation or drafting documents) and vice versa would be a plus.

Participation to overnight missions and field trip foreseen.

Requirements:

- The Language Assistant may not have, or recently (past six months) have had any contractual relation with the beneficiary administration (Ministry of Agriculture, former Ministry of Regional Development, Forestry and Water Management, Croatian Waters).
- The Language Assistant has a university degree in language study, an excellent communication of spoken and written English and Croatian.
- The Language Assistant should also have the following skills:
 - Excellent organizational and communication skills;
 - Be computer literate (e.g. Word, Excel, Powerpoint);
 - Be able to work effectively both independently and as part of a team;
 - Highly motivated and results oriented with the ability to plan ahead.

Assets:

- Command of French and/or German;
- Work experience of Twinning or similar projects.

Interested candidates are requested to submit their CV and a letter of application in English via e-mail to the following addresses: p.chantrel@oieau.fr; p.henry-de-villeneuve@oieau.fr; CC: a.valenzisi@oieau.fr; by 30 March 2012.

Shortlisted candidates only will be invited to attend an interview.

For any further information please contact Pierre Chantrel RTA : p.chantrel@oieau.fr

The abovementioned Twinning project is a joint project between France and Austria, represented by the International Office for Water and Croatia, represented by the Ministry of Agriculture, Water Policy Department. The main objective of the project is to contribute to the harmonization and implementation of the EU water related *acquis communautaire*, in strengthening of the Croatian water administration capacity for the implementation of the EU Directive 2006/11/EC and the Water Framework Directive.