

KONKURS U OKVIRU PROJEKTA „*Strengthening Administrative Capacities for Implementation of Air Quality Management*“

Evropska komisija finansira tvining projekat „Strengthening Administrative Capacities for Implementation of Air Quality Management“ („Jačanje administrativnih kapaciteta za implementaciju upravljanja kvalitetom vazduha“) IPA 2007. Partner Ministarstva životne sredine i prostornog planiranja u projektu je češko-nemački konzorcijum. Projekat će trajati dve godine. Otvoren je poziv za radna mesta Resident Twinning Adviser Assistants. Detalje konkursa možete pogledati ovde.

Full time Project Administration Assistant (24 months, beginning 1 November)

The tasks and responsibilities of the Project Administration Assistant will include:

- general administration support to the resident twinning advisor (RTA) in communication, correspondence, office management, record keeping, drafting minutes of meetings,
- support in drafting/editing/compiling/completing project outputs and documents in English/ Serbian language
- providing for source materials, pre-assessing source materials in Serbian language, preparing translating assignments, and evaluating translations,
- administration and communication support in organizing formal/informal meetings with Serbian party, project workshops, seminars and other public activities within the project
- preparation, elaboration of presentations and other project outputs
- supporting the RTA in language specific and communication problems
- Possible cross training and capability to deputise for the Language Assistant is expected.

Requirements:

- University degree
- at least 2 years of relevant working experience (e.g. office management, administration, translation)
- fluent in Serbian and English
- fair knowledge of Serbian public administration
- experience with project administration welcomed
- knowledge of environmental issues
- administrative and communication skills

Full time Language Assistant (20 months, beginning in January)

The tasks and responsibilities of the Language Assistant will include:

- translation of project documents (outputs, workshop materials, hand-outs, manuals and strategic concepts, reports, information materials, etc)
- interpretation (English – Serbian and vice versa) within the project implementation activities, meetings, workshops, seminars, trainings and negotiations
- preparation, editing of project visibility information, editing of Serbian versions of project outputs materials
- support to the project public relations (disseminating of information, communication with Serbian parties)
- assisting in procurement of translating and interpreting services (identification, selection, assessment)
- assessment of translations produced by other translators
- assisting the project leaders, short-term experts and resident twinning advisor (RTA) in communication problems and other language specific issues

Requirements:

- University degree, preferably in languages (English, Serbian); interpretation training
- at least 2 years of relevant working experience (as translator/interpreter)
- fluent in Serbian and English
- fair knowledge of Serbian public administration
- experience with project administration welcomed
- knowledge of environmental issues (terminology) welcomed
- administrative and communication skills

*Qualified candidates are kindly asked to submit their applications on paper **not later than October 7 to:***

Jaroslav Fiala
Czech Hydrometeorological Institute
Na Sabatce 17
143 06 Praha 4 - Komořany
Czech Republic
e-mail: jar.fiala@chmi.cz

And

Sonja Ružin
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