



***EU FUNDED  
TWINNING PROGRAMME  
BA 12 IB JH 01***

The Twinning Project “Enhancing the role of parliaments in Bosnia and Herzegovina in the EU integration context” funded by the European Union, needs to fill the following job vacancies:

**Project Assistants (4 positions)  
and  
Project Translator/Interpreter (2 positions)**

**Qualifications and skills required for both positions:**

- university/college degree,
- professional fluency in written and spoken English as well as official languages of BiH,
- proficiency in Windows applications,
- at least 3 years similar experience,
- ability to work in a team, excellent inter-personal and communication skills,
- flexible and service-minded.

Experience in twinning or other EU-funded project is an asset.

**Candidates for the positions of Project Assistant:** you should have experience as assistant on foreign funded project(s) within Bosnia and Herzegovina. Your duties among others will include a wide range of organization, administrative and project support tasks (assisting the day-to-day implementation of the project; office management and general work such as answering phone calls, filing, photocopying, sending and receiving mails and faxes); active participation in preparation and editing reports and any other relevant project documents; undertaking general administration duties required for project implementation; maintaining filing systems and facilitating the exchange of information between project partners; organization of seminars, training events, meetings and other visits; maintaining close working relationships and dialogue with BiH administration and counterparts. As part of your duties you may also be called on to carry out some translation and interpretation tasks between English and the official languages of BiH.

3 positions are based in Sarajevo, 1 position in Banja Luka.

**Candidates for the positions of Project Translator/Interpreter:** you should be an established translator/interpreter between English and the official languages of Bosnia and Herzegovina with experience of interpreting on a wide range of EU, legislative and political matters, preferably as part of a foreign funded project within Bosnia and Herzegovina. Your duties will include interpretation from English to the official languages of BiH and vice versa at various kinds of meetings and translation and proofreading of various documents. As part

of your duties you may also be called on to carry out administrative tasks in support of the Project Assistant(s).

Both positions are based in Sarajevo, with occasional travel to Banja Luka and Brčko.

All 6 positions are announced for the 24 months duration of the project. The starting date for employment depends on the signing of the Twinning Contract, indicative starting time is February 2014.

**How to apply:**

Please send your CV in Europass format in English, a short motivation letter (up to 1 page, format A4) and contact details (position, work relation, phone and email) of 2 persons that we could contact to provide work references via e-mail to [twinning.recruitment@gmail.com](mailto:twinning.recruitment@gmail.com).

Please, indicate in the subject of your email **your name and which position** (and in case of assistants, which city) you are applying for.

Application deadline: **the 25 November 2013 at 18.00 hrs**, local time of BiH.

Short-listed applicants will be notified by email by **28 November 2013** whether they are invited for the written test expected to be held on the 2 or 3 December 2013 in Sarajevo. Selected candidates will be invited for a personal interview in Sarajevo, expected to be scheduled for the 4 and 5 December 2013.

**Application link:** <http://www.europa.ba/Vacancies.aspx?id=96&cat=0&lang=EN>

**NOTE:** Twinning Manual foresees that the chosen assistant is not a civil servant or agent of the beneficiary institutions (Parliamentary Assembly of BiH, Parliament of the Federation of BiH, National Assembly of Republika Srpska, Brčko District Assembly) in the past 6 months calculated at the moment of the start of the project nor is on leave from the beneficiary institutions to take up the position.