



The Delegation of the European Union to the Republic of Serbia invites qualified candidates to apply for the position of

INTERPRETER and TRANSLATOR
(ref: 203194)
Local Agent, Group II

based in Belgrade, EU Delegation to the Republic of Serbia

QUALIFICATIONS REQUIRED

Overall purpose: Facilitate effective communication by providing interpretation at official meetings from Serbian into English and *vice versa*, and by providing written translation of documents.

Tasks: The successful applicant will act in the first place as an interpreter and, as subsidising task - as a translator, responsible to ensure, under the supervision of the management, clear, accurate and timely interpretation and transliterating services:

- Provide simultaneous interpretation (immediate conversion of a speech) including *chuchotage*, consecutive (interpretation with pausing) and 'liaison' interpretation (two-way, *ad-hoc* and relay interpreting), accurate, clear and succinct reproduction in a designated language (English and/or Serbian) at formal meetings, conferences, and projects' and/or products' launches, public service, negotiations and community-based events;
- Prepare carefully before events, including insight into official files and preliminary documents;
- Produce written translation of various documents, legal texts, briefings, speaking points, letters, certificates, *etc*, ensuring that the meaning of the original text is clearly retained;
- Proofread and edit final translated documents, reports, file notes and assessments for accuracy of meaning, grammar and syntax;
- Assist organisation and coordination of linguistic trainings arranged by the EU Delegation;
- Follow-up of translation-quality standards;
- Network, cooperate and coordinate with different sections of the EU Delegation.
- Perform other duties and tasks as required by management.

Knowledge and experience: Minimum relevant and recent professional working experience of three years working as an interpreter; proficiency and fluency in the English and Serbian languages, excellent communication and linguistic skills, ability to work in a team; strong motivation; experience in international environment and with foreign partners.

Skills:

- University degree, preferably in philology and/or linguistics – the English language and Anglophone area – formal education
- Possession of a diploma in specialised simultaneous/consecutive interpreting and a related certification for transliterating services - technical translation will be considered as an advantage
- Expertise language skills in legal affairs, politics, economic, social issues and human rights will be considered as an advantage
- Excellent capacity to communicate clearly and courteously at all levels in a concise manner
- Broad general education with profound understanding of the cultural context, political and current affairs awareness
- Excellent memory, instant comprehension, perfect spoken and written English and Serbian
- Demonstrated ability to act independently with only limited supervision
- Knowledge of one more EU language (French or German) will be considered as an advantage
- Experience in European affairs and international environment will be considered as an advantage
- Excellent IT skills, knowledge of computer tools (Word, Excel, Internet)
- Ability to work under pressure and stressful conditions
- High degree of responsibility in handling sensitive information

Language proficiency: Excellent command, proficiency and fluency in the English and Serbian languages, both written and oral. Additional related certifications for transliterating and interpretation services.

Interested candidates are invited to hand in their applications in ‘European *Curriculum Vitae* Format’ in English, copy of supporting documents proving education, working experience and expertise, as well as letters of motivation indicating clearly the job reference to:

*Delegation of the European Union to the Republic of Serbia
Administration*

Vladimira Popovića 40/V, 11070 Belgrade

Reference no. ADMIN/203194

The job description and standard CV form can be downloaded from the EU Delegation to Serbia web site:
<http://www.europa.rs>

The EU Delegation to Serbia favours equal opportunity and equitable treatment for all. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply.

**CLOSING DATE FOR EXTERNAL APPLICATIONS FOR THIS POSITION IS SET FOR:
14TH FEBRUARY 2014**

Only short-listed candidates will be contacted for an interview