**The Language Assistant to the Resident Twinning Adviser (RTA Language Assistant) is expected to provide support to the RTA as project translator and interpreter, required by EU funded Twinning Project „Further upgrade of education function in the Tax Administration of the Republic of Serbia”, ref. SR 22 IPA FI 01 24.**

**Project background**

The Twinning Project „Further upgrade of education function in the Tax Administration of the Republic of Serbia” is a joint project between the Republic of Serbia, represented by the Tax Administration of the Ministry of Finance, and a consortium from two EU Member States: Greece and Austria, led by Greece, represented by the Centre of International and European Economic Law (CIEEL).

The overall objective is contributing to improved and strengthened institutional (educational, managerial and program) capacities of the Tax Administration for better mobilization of domestic revenues.

The specific objective is the upgrade and improvement of the education function to meet the training needs of both basic (audit, collection, tax police) and support functions of Tax Administration.

The expected outputs/indicators to be achieved for Component/Result 1: Established continuous connection between the form for employee performance evaluation of the HR function and professional development program of the education function:

1.1.1. (1) Method for data analysis and use of the form for the employee performance evaluation - defined

1.1.2. (1) Document of Methodology for design of professional development programs developed

1.1.3. (1) Document of Inheritance Plan / developed

1.1.4 (1) Study visit - carried out

The expected outputs/indicators to be achieved for Component/Result 2: Introduced mentoring work with interns:

1.2.1. (1) Concept of mentoring- developed

1.2.2. (1) Mentoring Program – developed

1.2.3. (85% of employees engaged as mentors) training for trainers and mentors on communication skills, conflict management and leading group and individual work - carried out

1.2.4. (1) Program for professional training of interns – updated

1.2.5. (1) Pilot project for one function of STA - carried out

1.2.6. (1) Dynamic plan for carrying out of Program for professional training of interns – developed

1.2.7. (1) Study visit -carried out

The expected outputs/indicators to be achieved for Component/ Result 3: Improved organizational unit in charge of professional training and education by introduction of e-learning:

1.3.1.(1) E-learning concept for basic training of interns and newly employed officers - defined

1.3.2.(90% of trainers) Training courses for trainers on skills for preparing e-training materials - carried out

1.3.3.(5) Modules for basic training courses related to tax matter for e-learning via e-platform for interns and newly employed officers - prepared

1.3.4.(1) Document of Methodology of preparation, design, organising and performing of e-training – developed

1.3.5.(1) Study visit – carried out

The expected outputs/indicators to be achieved for Component/ Result 4: Defined didactic aids for training courses and necessary technical support/equipment:

1.4.1. (1) Specifications of didactic aids, i.e. audio-visual teaching aids for the needs of realization of all types of training/education programs – defined

1.4.2. (1) Specifications for IT equipment, tools and software required for the implementation of all types of training/education programs - defined

1.4.3. (1) Specifications for IT equipment, tools and software required for development of training on e-platform for the purpose of performing e-training courses - defined

**The tasks of the RTA Language Assistant include:**

* Supporting the RTA and other project experts in their day-to-day activities as Project translator and interpreter;
* Providing translation and interpretation in the preparation and implementation of activities, such as training, meetings, workshops, seminars or other circumstances as required;
* Providing translation and interpretation assistance in the preparation of studies, documents and other material, in the areas covered by the Twinning;
* Assisting the RTA in drafting the minutes in Serbian and English of the Steering Committee Meetings and other meetings /events related to the Project;
* Reviewing, translating and editing text relevant to the project (newsletters, press releases, PowerPoint presentations and documents) in English and Serbian;
* Accompanying the RTA or other project experts to meetings, workshops, seminars as well as to missions and field visits throughout Serbia and EU (for activities outside Belgrade only travel and accommodation costs will be reimbursed);
* Assisting the RTA in communications, liaison and general working relations with BC public offices and institutions, relevant to project activities;
* Providing assistance, including linguistic one, to the BC and Member State (MS) Administration associated with the Twinning, as and when required;
* Performing temporarily RTA assistant in case of his/her unavailability at work.

**Requirements for the candidates:**

The RTA Language Assistant will be recruited in accordance with the following selection criteria:

Required skills and experience:

* Mother tongue: Serbian;
* Excellent command of spoken and written English;
* University degree;
* Ability to accurately interpret and translate from/to English/Serbian languages, with professional experience within an international office, preferably in the public administration sector;
* Excellent drafting skills in English;
* Advanced usage of computer and office software packages (MS Word, Excel, etc);
* Previous working experience in IPA twinning projects or other EU funded projects is an asset;
* Knowledge of terminology related to the functions of the Tax Administration is an asset;
* Previous experience in translating/ interpretation.

**Location and timing**

The RTA Assistant will be hired full-time on a contract and stationed in Belgrade, in the period from May 2025 until March 2027.

**General information**

Civil servants and other staff currently employed by public administrations of the beneficiary country are not eligible to apply as RTA Assistant.

Application letter and EU format CV, both in English, must be submitted by e-mail to: twiningedu@purs.gov.rs, no later than 18.04.2025, titled: „Application for RTA Language Assistant”. References must be available on request.

Only short-listed candidates will be contacted and invited for an interview at the premises of the Head Office of Tax Administration on 23rd of April 2025.

The Project is an equal opportunity employer, in respect of the principles of good governance, sustainable development, and gender equality.

All applications will be considered strictly confidential.