**EU FUNDED TWINNING PROJECT**

**“STRENGTHENING THE CAPACITY OF SERBIA’S HEALTH SECTOR**

**FOR COMMUNICABLE DISEASE SURVEILLANCE” TWINNING**

**Twinning reference number: SR 20 IPA HE 01 22**

is seeking to recruit:

**RTA** (Resident Twinning Advisor) **Language Assistant** to EU Twinning Project “Strengthening the capacity of Serbia’s health sector for communicable disease surveillance”. The overall objective of the project is to contribute to the strengthening of the institutional capacities and the legislative framework for fulfilling the requirements of EU membership in public health area, for effective participation in the EU communicable disease surveillance network and reduction of the risks of serious cross-border health threats. The specific objective is to improve the system of communicable disease surveillance and outbreak investigations, by strengthening and harmonizing the laboratory diagnostics (including molecular methods) of the network of the institutes of public health (IPH) and national reference laboratories (NRL).

The project is implemented by the Finnish Institute for Health and Welfare (THL) in collaboration with the Institute of Public Health of Serbia ““Dr. Milan Jovanović Batut”.

**Tasks of the RTA Language Assistant**:

* To act as a language assistant to the RTA and visiting short-term experts, including Project Leader and Component Leaders
* To translate material prepared by the RTA and short-term experts from English into Serbian, when needed
* To translate background material related to the project scope from Serbian to English and from English to Serbian
* To interpret at project events, including Kick-Off and Final Meetings, Steering Committee meetings, training events, workshops, study visits, expert meetings, also outside Belgrade
* To support the RTA assistant in performing daily management tasks related to the project when needed
* To support the RTA in various technical tasks such as organization of the assignments of the visiting short-term experts

**Requirements for the RTA Language Assistant**:

* University degree, preferably with the English language as a major subject
* Excellent command of spoken and written Serbian and English
* Minimum 3 years of proven work experience in interpretation and translation
* Excellent computer skills, including a high degree of proficiency in MS Word, Excel, PowerPoint, Paint
* High level of flexibility
* Ability to handle work-related stress situations and unexpected changes and challenges, to prioritise tasks, and to remain focused, calm, and productive
* Great interpersonal, social and communication skills

**Assets for the RTA Language Assistant:**

* Experience of working for EU Twinning projects
* Experience of translation and interpretation in the area of infectious disease epidemiology and microbiology
* Experience of simultaneous interpretation
* Experience of working in international environment.

**Employment modalities:**

Duration of employment: 23 months, from May 2023.

The position will be stationed at: Institute of Public Health of Serbia “Dr. Milan Jovanović Batut”, Belgrade.

Type of employment: full-time.

Type of contract: service provider contract. The contract will be concluded with the Finnish Institute for Health and Welfare.

The RTA language assistant shall not have been in any contractual relations with the Beneficiary (Public Health of Serbia “Dr. Milan Jovanović Batut”) in the past 6 months.

The RTA language assistant shall be self-employed and will undertake full responsibility for the payment of all taxes and obligations deriving from the legislation in force, including for those related to medical and social insurance.

Probation period: 3 (three) months.

If you are interested in this position, please send your English CV in Europass format and application letter by e-mail to [dmitry.titkov@thl.fi](mailto:dmitry.titkov@thl.fi) and [simic\_danijela@batut.org.rs](mailto:simic_danijela@batut.org.rs) quoting the reference RTA Language Assistant latest by 9 May 2023. The job interviews will take place in May 2023 in Belgrade. Please note that only shortlisted candidates will be invited for an interview. The exact date, time and place of the interview will be communicated to the shortlisted candidates. A minimum of 3 candidates will be interviewed.