

EU Funded Twinning Project implemented jointly by Agency for European Integration and Economic Development (AEI), Austria (lead member), HAUS Finnish Institute of Public Management (junior member) and the Ministry of Emergency Situations (MES) of the Republic of Belarus

Project Title and Number: **“Strengthening the Ministry of Emergency Situations of Belarus“ BY 18 ENI OT 02 18**

Terms of reference:

### **RTA (Resident Twinning Adviser) Project Language Assistant**

#### **Scope of work:**

- Act as a language assistant to the RTA and visiting short term experts;
- Translation of written materials with relation to the project in Belarus/Russian, and English;
- Interpretation during missions; meetings, workshops, seminars, trainings and other project events;
- Developing and maintaining close working contacts and relationships with Beneficiary Country officials involved in each of the activities and the project management;
- Performing all other duties assigned

#### Tasks of RTA Project Language Assistant:

- Act as a language assistant to the RTA and assist visiting short term experts;
- Translate written materials with relation to the project in Belarus/Russia and English;
- Interpret during missions; meetings, workshops, seminars, trainings and other project events;
- Developing and maintaining close working contacts and relationships with Beneficiary Country officials involved in each of the activities and the project management;
- Performing all other duties assigned e.g. cooperate and work with RTA Assistant in daily management of the project related activities.

#### Requirements for RTA Project Language Assistant:

- University degree;
- RTA language assistant may not have or recently (past six months) have had any contractual relation with the beneficiary administration;
- Excellent command of spoken and written English language and Belarus/Russia language;
- Computer literacy (e.g. Word, Excel, PowerPoint, Internet);

- Experience in communications related translation and interpretation;
- Experience in IT related translation and interpretation;
- Excellent organizational and communication skills.

The following skills will be considered an asset for RTA Project Language Assistant:

- Experience in EU and/or international funded projects
- Communication skills;
- Experience of working in an international environment;
- Knowledge of Belarus/Russian languages;
- Team player.