



EU co-financed Twinning Project under the IPA Programme 2010

“Improvement of the Enforcement system in the Republic of Croatia”

Contract Number: 2010-01-23-010101

Twinning Number: HR/10/IB/JH/04

Is seeking to recruit: 1. Assistant to the Resident Twinning Advisor - RTA
2. Language assistant to the Resident Twinning Advisor - RTA

Duration: 21 months, from May 2014 to February 2016

Position is based in: Directorate for Civil, Commercial and Administrative Law
Ministry of Justice of the Republic of Croatia
Ulica grada Vukovara 49, Zagreb

Gross monthly salary: 1.800,00 EUR fixed term contract

1. RTA assistant

Tasks:

- Assisting to the RTA with project co-ordination and management
- Acting as interpreter and translator (Croatian to English and English to Croatian) on any issues relevant to the project
- Assisting RTA in organization of experts' missions, trainings, seminars, workshops, steering committee meetings, and other project events
- Drafting and editing minutes of meetings, assisting RTA in drafting and editing monthly, quarterly and final project reports and any other relevant documents
- Arrangement of travel, booking accommodation and study visit
- Office management, monitoring telephone and general correspondence
- Developing and maintaining close working contacts and relationship with beneficiary country officials involved in each of the activities and the project management

Requirements for the candidates:

- University degree or equivalent qualification in Law, Public Administration, Management or any other discipline relevant for the position
- Excellent command of spoken and written English language
- Computer literacy (e.g. Word, Excel, PowerPoint, Internet)
- He/She must be able to work fairly independently as well as part of a team and be initiative and flexible
- He/She may not have or recently (past six months) have had any contractual relation with the beneficiary administration (Ministry of Justice of the Republic of Croatia)

Besides the following attribute would be an asset:

- Proven experience in international projects and projects related to the field of justice

2. RTA language assistant

Tasks:

- Translation of legal and technical documents from project working Language (English) to Croatian and vice versa for the project team (RTA, short-term experts)
- Translation of legal and technical documents from Spanish to Croatian and vice versa for the project team (RTA, short-term experts) on a daily basis
- Interpretation from project working Language (English) to Croatian and vice versa for the project team (RTA, short-term experts) on a daily basis
- Interpretation from Spanish to Croatian and vice versa for the project team (RTA, short-term experts) on a daily basis
- Drafting and editing of written project materials in Croatian and in English

Requirements for the candidates:

- University degree or equivalent qualification in Humanities and Social Sciences, Public Administration, Management or any other discipline relevant for the position
- Excellent command of spoken and written Spanish and English languages
- Computer literacy (e.g. Word, Excel, PowerPoint, Internet)
- Proven experience in legal and technical translation and interpretation
- He/She must be able to work fairly independently as well as part of a team and be initiative and flexible
- He/She may not have or recently (past six months) have had any contractual relation with the beneficiary administration (Ministry of Justice of the Republic of Croatia)

Interested candidates are requested to submit their CV and a letter of application in English via e-mail to the following address: Ms. Marian Oyola Reviriego, moyorev@justiciaencanarias.org by **2nd May 2014**.

Shortlisted candidates only will be invited to attend an interview. Interviews are scheduled to be held on the **5th May 2014**, in Directorate for Civil, Commercial and Administrative Law, Ministry of Justice of the Republic of Croatia, Ulica grada Vukovara 49, Zagreb.

For any further information please contact: Ms. Marian Oyola Reviriego, e-mail: moyorev@justiciaencanarias.org

The abovementioned Twinning project is a joint project between Kingdom of Spain represented by the Ministry of Justice, Hungary represented by the Ministry of Public Administration and Republic of Croatia, represented by the Ministry of Justice. The main objective of the project is to improve the enforcement system in the Republic of Croatia in order to further contribute to the reduction of the court backlog.