



### **The ENI 2019 Twinning Project**

*"Fostering integrity and preventing corruption in the public sector in Armenia"*  
(AM 19 ENI JH 01 21)

### **RTA Language Assistant (ref.002)**

The Twinning Project *"Fostering integrity and preventing corruption in the public sector in Armenia"* is a joint project between the Republic of Armenia, the Federal Republic of Germany and the Republic of Latvia, represented by the Corruption Prevention Commission and Ministry of Justice of Armenia, the German Foundation for International Legal Cooperation (IRZ) and the Ministry of Justice of Latvia.

The overall objective of the project is to foster integrity and prevent corruption in public sector in Armenia, which includes the implementation of anticorruption education and public awareness programmes as well as the implementation of the Anti-Corruption Strategy.

The project is seeking a **Language Assistant** to the Resident Twinning Adviser (**RTA Language Assistant**) for a total duration of 22 calendar months, starting in August 2022. The RTA Language Assistant will be employed full time and based **in Yerevan**.

**Please note:** the RTA Language Assistant may not have or recently (past 6 months) have had any contractual relation with the Corruption Prevention Commission or with the Ministry of Justice of Armenia.

#### **Main task:**

To provide daily interpretation and translation of project documentation as well as administrative and organisational support to the Resident Twinning Adviser (RTA) and the short-term experts.

#### **Profile:**

- Armenian native speaker with outstanding English language skills
- Proven experience in translation and simultaneous interpretation
- University degree preferably in Linguistics with relation to Public Administration, Justice/Law or Management
- Experience in EU and/or other internationally funded projects
- Knowledge of the field of corruption prevention is an asset
- Knowledge of public administration and of legal and judicial issues is an asset
- Excellent knowledge of MS Word, Excel, PowerPoint and very good internet skills
- Great deal of diplomacy and tact in an international setting
- Strong organisational skills and ability to work autonomously as well as in a team



**Tasks:**

- Translation of project documentation from English into Armenian and vice versa as well as providing simultaneous interpretation to the RTA and the project team
- Interpretation during meetings, seminars, conferences and workshops, and during other oral conversations from English to Armenian and vice versa
- Translation of documents, regulations, training materials, information materials and other written material from English into Armenian and vice versa
- Day-to-day administrative support to the Resident Twinning Advisor (RTA) in overall project management, correspondence, arranging meetings, etc.
- Support to the RTA in various technical tasks such as organisation of the assignments of the project experts

**Expected start and end of assignment:** 01.08.2022 – 31.05.2024

In case of interest, please send your cover letter and resume (CV) in English and in Europass format to the following e-mail address: [pop@irz.de](mailto:pop@irz.de) with reference to the position RTA Language Assistant (ref. 002) before **10.07.2022**.

We reserve our right to contact only short-listed candidates. Interviews are expected to take place in July 2022.

**Legal nature of the contract:**

Independent activity based on a service contract. The provider should therefore be registered as a service provider and have a fiscal registration number (i.e. MB, PIB) and will be responsible of the payment of all taxes and insurances policies in relation with the activity.



This project is funded by the European Union