



Support to the State Social Protection Fund on the introduction of funded element within the insurance-pension system, establishment of non-state pension funds and development of legal framework for regulating their activity
Twinning Project AZ/13/ENP/SO/24



Job Advertisement

Assistant - translator of Twinning Project (Assistant - translator)

The EU funded Twinning Project “**Support to the State Social Protection Fund on the introduction of funded element within the insurance – pension system, establishment of non – state pension funds and development of legal framework for regulating their activity**” (Twinning reference No AZ/13/ENP/SO/24) is being jointly implemented by the Ministry of Welfare of the Republic of Latvia and German Association for Social Security Policy and Research and the State Social Protection Fund of the Republic of Azerbaijan.

The duration of the service contract will be till 7th of November 2015.

Individuals that have had any contractual relation with the State Social Protection Fund within the previous six months are not eligible for this position.

Overall Purpose

The Assistant – translator of the Twinning Project will support the Resident Twinning Adviser (RTA) and the experts’ team on translation and interpretation issues of the Twinning Project.

Functions and duties

The Assistant - translator is expected to carry out the following duties:

- Interpretation - consecutive or simultaneous interpretation during meetings, seminars, conferences, different events, acting as an interpreter for RTA and experts;
- Translation - carrying out the translations of documents and informations used in the Twinning Project, such as laws and government rules, policy documents, project and experts reports, training materials, minutes of meetings, letters, brochures, booklets PowerPoint presentations etc.;
- Other tasks - performing other duties at the request of RTA related to personal assistance with language issues to RTA and experts and other issues that rise from moving to and working in a foreign country.

Required competencies

Education

- Higher education of Humanitarian Sciences.

Skills

- Excellent Azerbaijan, English and Russian language skills;
- Preferably knowledge’s of others EU languages, for example Latvian, German;
- IT competencies in Word, Excel, Power Point and internet.

Experience

- At least five years of experience in Azerbaijani - English v.v. and Russian - English v.v. interpretation and translation services;
- At least one year of work in the state institutions;
- Experience of work in the projects, preferably in EU financed projects.

Short-listed candidates will be invited for an interview and a short language test.

Candidates should send a Europass sample CV with a cover letter in English, by e-mail to twinning.baku@gmail.com and copied to Agrita.Groza@lm.gov.lv marked “RTA Assistant - translator” **by 20th of February, 2015.**