

## Job Advertisement

### Assistant - Translator of Twinning Project (Assistant - translator)

The 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 an EU funded project that will be 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 contract will be by 6<sup>th</sup> of November 2015. The Assistant - translator will be employed full time.

Individuals that have had any contractual relation with 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. The Assistant will work under the direct supervision of the RTA.

#### 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

- University degree (at least bachelor's or comparable) in the English language.

##### 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.



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**Twinning Project AZ/13/ENP/SO/24**



### Experience

- Several 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.

Candidates should send a copy of their CV with a cover letter in English, by e-mail to [twinning.baku@gmail.com](mailto:twinning.baku@gmail.com) and copied to [Agrita.Groza@lm.gov.lv](mailto:Agrita.Groza@lm.gov.lv) marked "RTA Assistant - translator" **by 29<sup>th</sup> of May.**



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