



This Project is funded by the European Union



FINNISH METEOROLOGICAL INSTITUTE

## **Resident Twinning Advisor language Assistant (RTA Language Assistant)**

**Upgrading the National Environmental Monitoring System (NEMS) of Azerbaijan on the base of EU practises** is a joint project between Finland, Austria, Latvia represented by the Finnish Meteorological Institute and Azerbaijan represented by the Ministry of Ecology and Natural Resources (MENR). The purpose of the project is to modernise environmental monitoring systems in Azerbaijan ensuring provision of the high quality information that does support strategic environmental policy planning and compliance control.

The project is seeking language assistant to the RTA (Resident Twinning Advisor), whose activities include mainly interpretation and translation activities and assisting the RTA with co-ordination and management of the *Twinning* project.

**The duration of the contract is 27 months. The planned starting time is September – October 2016.**

The RTA assistant will be employed full time. Salary according to the contract is 1 500 EUR per month, the responsibility for remuneration of social and income tax lies on the contractor/employee. The RTA language assistant shall be of Azerbaijan nationality and may not be employed with the host institution (the Ministry of Ecology and Natural Resources and its departments) in the preceding 6 months. The office location will be in Baku, Azerbaijan.

### Qualifications:

- University degree;
- 2–3 years of relevant/equivalent experience in translation and interpretation, previous experience as language assistant in Twinning or other EU projects is an advantage;
- Excellent knowledge of English and Azerbaijani (oral and written); fluent Russian skills is an advantage;
- Hard working with excellent written and oral communication skills and the ability to work closely with the RTA and an international team of experts;
- IT proficiency (including Word, Excel, PowerPoint etc.);
- Experience in writing reports and other materials;
- Experience of the implementation of projects funded by the EU (will be considered as advantage);
- Experience of environmental or air quality issues (will be considered as advantage);
- Committed and motivated to work for the project.



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Job description:

- Act as a language assistant to the RTA and visiting short-term experts;
- Translation of written materials with relation to the project in Azerbaijani/English;
- Interpretation during foreign expert missions;
- Developing and maintaining close working contacts and relationships with beneficiary country officials involved in the project activities and the project management team.

Qualified candidates are invited to submit a motivation letter and CV in Europass format in English by 27 July 2016 via e-mail to [katja.loven@fmi.fi](mailto:katja.loven@fmi.fi) and [n.orucov76@gmail.com](mailto:n.orucov76@gmail.com) (cc) marked "RTA language assistant"

Applications received after the closing deadline or submitted in other languages than in English will not be considered. Only shortlisted candidates will be invited to an interview. Selected candidates will sign a contract with the Finnish Meteorological Institute.