

## Job Advertisement

### EU Project “Consolidation of the Justice System in Armenia”

The German Foundation for International Legal Cooperation (**IRZ**) is implementing the EU funded Grant contract “Consolidation of the Justice System in Armenia”. We are currently looking for additional staff to supplement our existing team in Yerevan, Armenia, and are therefore looking for candidates for the position of a full-time

### Translator / Interpreter

#### 1. Project Background

The overall objective of the Consolidation of the Justice System in Armenia project (hereinafter: the Project) is to enhance the quality of justice. Through the Project, the justice system will be improved to meet the quality requirements of independence, efficiency, integrity, accountability and transparency in line with the priorities of CEPA and EU best practices.

The project should achieve the following results:

- The Strategy of Judicial and Legal Reforms is being updated and implemented in line with EU standards and best practices;
- Functional judiciary meeting the standards of independence, efficiency, integrity, accountability and transparency;
- Strengthened integrity and capacity of judges, motivated and skilled judicial personnel;
- A comprehensive system of court assessment and performance evaluation, empowered stakeholders capable to identify the ways of improvement of performances and judicial services and implement them.

Project partners are Expertise France and the Court Administration of Latvia. The implementation period of the Project is July 2020 to June 2022.

#### 2. Description of the position

Based in Yerevan, Armenia, full time (100%) position, starting ideally in July 2021 until the end of the project. The position has been newly created to supplement the Project’s translator due to the high workload.

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### a. Responsibilities and Tasks:

- High-quality translation of laws / regulations / office documents / concept papers / official documents and other materials (e.g. visibility material) from Armenian to English and vice versa;
- Providing linguistic revisions of already translated documents as well as consistency checks, proof reading and editing of texts in both languages, Armenian and English;
- Providing interpretation (simultaneous and consecutive) at meetings / workshops / seminars / conferences from English to Armenian and vice versa;
- Reviewing and/or drafting text materials and documents in Armenian / English, preparing consolidated versions of documents, including laws;
- Supporting the Team Leader and expert team in project-related activities such meetings, conferences, etc. in administrative and logistic tasks;
- Performing any other related activities, which may emerge during the course of time and / or as required by IRZ and / or the Team Leader.

### b. Qualifications and professional experience:

- University degree, preferably in language studies (English) or certified translator for English-language;
- Minimum of 3 years work experience;
- Previous work experience in an international project and/or organization is considered an advantage;
- Distinct experience with translation / interpreting in regards to legal terminology is considered an advantage;
- Proven ability to work in intercultural teams;

## 3. Contract modalities

|                            |   |
|----------------------------|---|
| Man days                   | 220 man days over a 12-month period     |
| Period of the assignment   | July 2021 – June 2022                   |
| Starting day               | July 2021, t.b.d. (as soon as possible) |
| Location of the assignment | Yerevan, Armenia                        |
| Working language           | Armenian / English                      |
| Contract                   | Service Contract                        |
| Remuneration               | Gross monthly fee rate of 1.500 EUR     |

Please note that the modalities depend partly on external factors and will be finally discussed once the contract is being prepared.

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#### 4. Application Procedure

- a) **Deadline for applications: Sunday, 20 June, 23.00 CET.**
- b) Applications (EU format CV and application letter, both in English) need to be submitted by e-mail to [armenia@irz-projects.de](mailto:armenia@irz-projects.de)
- c) Please indicate the position “Translator” clearly in your email as well as in the cover letter (to avoid misunderstanding due to parallel recruitment).
- d) Only shortlisted candidates will be invited for interviews and/or other methods of assessment, **if need be at short notice**. The selection for shortlisting will be based on the fulfilment of the above-mentioned qualifications and professional experience. References must be available upon request.

For more information, please contact [gjortler@irz-projects.de](mailto:gjortler@irz-projects.de).

#### 5. Eligibility Requirements

In order to participate in the selection procedure, on the date of sending the application, all candidates must have the following eligibility requirements:

- no criminal convictions and no measures concerning the application of preventive measures, civil decisions and administrative measures registered in the criminal record or for any crime which determines the inability to contract with the Public Administration;
- not subjected to criminal proceedings;
- fulfil the requirement of independence and no condition of incompatibility or conflict of interest (financial, business, work or other relations) with the Project Stakeholders / Armenian Justice Sector institutions;
- **are not Armenian civil servants.**

*Please find more details on data protection and how the German Foundation for International Legal Cooperation (IRZ) processes your personal data and which rights you have under the data privacy law here: <https://www.irz.de/index.php/en/data-privacy-notice-en>.*

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