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**The European Union’s Transition Facility for Croatia**

**EU funder Twinning Contract No. HR 14 IB SO 03**

**‘Education of mentors for nurses and midwives in Health System in Croatia and full implementation of the educational curriculums adjusted with Directive 2005/36/EC’ (CRO NURSE)**

Is seeking to recruit a:

**Language Assistant (LA) to the Resident Twinning Advisor (RTA)**

A vacancy has arisen for an enthusiastic, confident and self-motivated person to become a member of a small project team working on a European Union funded Twinning Project in Croatia. The project will be based in Zagreb and will focus on the delivery of training to Mentors for Nurses and Midwives and the implementation of educational curriculums in the Health System of Croatia.

The role of the Language Assistant to the Resident Twinning Advisor will be to act as a translator and interpreter during missions of experts and will translate all documents required to be in the national or English languages.

The tasks of the RTA Language Assistant are:

* Act as a Language Assistant to the RTA and assist visiting short term experts
* Translate written materials with relation to the project in Croatian and English
* Interpret during missions; meetings, workshops, seminars, trainings and other project events
* Develop and maintain close working contacts and relationships with officials involved in the project activities
* Cooperate and work with RTA Assistant in daily management of the project related activities.

**Essential skills**

* Excellent command of spoken and written English and Croatian
* Excellent organisational and communication skills
* Computer literate
* Demonstrate initiative and be able to work as an individual and within a team environment
* University degree

**Desirable skills**

* Previous experience of working on Twinning or similar projects

Monthly salary payment: 1,800 Euro (gross)

Term: 12 months fixed term contract

**If you are interested in this post, applicants are requested to e-mail a CV (EU CV template attached in Annex 1) and letter of application (in English) with a contact telephone number and email address to: Jean Caldwell at Northern Ireland Co-Operation Overseas Ltd** [**jcaldwell@nico.org.uk**](mailto:jcaldwell@nico.org.uk) **please include the following in the Subject ‘LA post: Croatia UK Twinning ‘HR 14 IB SO 03’**

**The closing date for receipt of completed applications is Monday 2nd January 2017.**

**Shortlisted candidates only will be invited to attend an interview.**

**Interviews are scheduled to be held on Monday 9th and Tuesday 10th January 2017 in Zagreb – venue to be confirmed.**

**Annex 1**

**Curriculum vitae**

**Proposed role in the project: RTA Assistant**

1. **Family name:**
2. **First names:**
3. **Date of birth:**
4. **Nationality:**
5. **Civil status:**
6. **Education:**

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| --- | --- |
| Institution  [ Date from - Date to ] | Degree(s) or Diploma(s) obtained: |
|  |  |

1. **Language skills:** Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

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| --- | --- | --- | --- |
| Language | Reading | Speaking | Writing |
|  |  |  |  |

1. **Membership** **of professional bodies:**
2. **Other skills:**
3. **Present position:**
4. **Years of experience:**
5. **Key qualifications:** (Relevant to the assignment)
6. **Specific experience in the region:**

|  |  |
| --- | --- |
| Country | Date from - Date to |
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1. **Professional experience:**

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| **Professional** **experience**  Date from - Date to | Location | Company | Position | Description |
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1. **Other relevant information** (e.g., Publications)