Vacancy announcement for the position: Language Assistant to the Resident Twinning Advisor for EU-Twinning Project

(Closing Date: 30/08/2025)

The Language assistant to the Resident Twinning Adviser (RTA Language assistant) is hired for an **EU Twinning Project “*Strengthening Capacities in Agricultural and Rural Development Sector for Common Agricultural Policy Implementation”*** in Montenegro.

The EU Twinning Project MN 21 IPA AG 01 23 is a joint project between the following beneficiary institution from the Republic of Montenegro:

* The Ministry of Agriculture, Forestry and Water Management (MAFWM)

and a consortium formed by:

* The Agrarmarkt Austria together with the Federal Ministry of Agriculture, Forestry, Regions and Water Management, Austria
* The French Ministry for Agriculture and Food Sovereignty together with FranceAgriMer and the Regional Chamber of Agriculture of Normandy, France
* The Ministry of Agriculture of Hungary together with the Hungarian Paying Agency, Hungary
* The Slovenian Ministry of Agriculture, Forest and Food together with Agency for Agriculture Markets and Rural Development, Slovenia

The overall objective of this EU funded project is to progressively align the current system with the CAP and EU requirements in the light of EU accession.

**I. Key tasks of the RTA Language Assistant:**

* Provide satisfactory translation and interpretation (Montenegrin/English) on Agriculture and Rural Development matters during missions, working meetings, project steering meetings, seminars, workshops, trainings and other project events, etc.
* Translation of relevant written material with relation to the project from Montenegrin to English and vice versa
* Assistance in the organisation of the short-term experts’ missions, trainings, conferences, meetings in Montenegro and participation if necessary in study visits to Austria, France, Hungary and Slovenia
* Updating the project share point website
* Team work with the RTA assistant and if necessary providing office management support and project related activities
* Support the compilation of documents for project documentation, presentations and reporting
* Perform other project related assignments, tasks upon request by RTA

**II. Qualification/skills & experience of the candidates:**

**Qualifications:**

* The RTA Language Assistant shall not have been in any contractual relation with the Beneficiary Country public sector during at least the 6 months preceding the hiring
* be of Montenegrin nationality or having valid residence and working permits
* University degree in Interpretation and Translation and proven practical experience in interpretation and translation for at least 3 years

**Skills:**

* Excellent command of written and spoken English and Montenegrin language
* Excellent computer skills (especially: MS Office, Word, Excel, Power Point, Web application)
* Excellent inter-personal and communication skills
* Capacity to work in a multi-cultural environment

**The following will be considered as an asset:**

* Knowledge of a further official EU language
* Experience in international projects esp. in the field of Agriculture and Rural Development (EU funded projects and international donor funded projects)
* Be a skilled technical translator/interpreter in relation to Agriculture and Rural Development

**III. The work conditions:**

The selected person will be a self-employed independent consultant under a Service Contract and will undertake full responsibility for the payment of all taxes and obligations deriving from the legislation in force in the Republic of Montenegro, including for those related to medical and social insurance. The RTA Language Assistant will carry his/her duties and tasks on the base of a contract concluded with Agrarmarkt Austria (AMA).

**Duration:** until July 2026 (end of project)

**Working hours:** Full time until 31.12.2025. -Part time from 01.01.2026. – end of project

**Location:** Podgorica, Twinning office at Bulevar Svetog Petra Cetinjskog 147

**Starting: 15.09.2025.**

**Remuneration:** 1.800 Euro/month full time, 900 Euro/month part time (gross value, indirect taxes not included)

**IV. Application:**

The candidates should send their CV (Europass format shall be used) with a detailed description of previous experience and education and all required documents in pdf format as indicated below **in English** via e-mail to the following e-mail address: twinning.cap@gmail.com with the reference to “RTA Language Assistant”.

The CV format can be found at the following link:

<https://europa.eu/europass/en/create-europass-cv>

**The following documents shall be annexed in scanned versions:**

* Motivation Letter, signed by the applicant, explaining the compliance with the eligibility criteria
* Certificate on educational qualification
* Certificate on language knowledge

**The deadline for the application is 30/08/2025.**

**Please note: all applications received in another language different from English will automatically be rejected.**

Short-listed candidates only will be invited for an interview including a test in person in Podgorica.