

EU Funded Project



Strengthening the Institutional Capacity of the Copyright Agency to Manage and Protect Intellectual Property Rights in Digital Networks (“SICCA”)

Offers vacancy for

Position 2: RTA Language Assistant (Full-time interpreter-translator - 21 months)

The Twinning Project will assist in improving the law on copyright and related rights and bring it into closer conformity with EU directives and the *acquis*; it will enhance the means of management of copyright and related rights; and will strengthen the regime for enforcement of such rights. The Project will also contribute to the achievement of a further objective set out in the Action Plan, viz., “Take preventive measures and strengthen the fight against smuggling and import and export of counterfeit and pirated goods”.

The project is applying for an assistant to provide administrative support to the RTA (Resident Twinning Adviser) during the implementation of the project.

Job description:

In general, the tasks of the RTA language assistant include:

- Translation of legal and technical documents from project working Language (English) to Azerbaijani and vice versa for the project team (RTA, short-term experts);
- Translation of legal and technical documents from English to Azerbaijani and vice versa for the project team (RTA, short-term experts) on a daily basis;
- Interpretation from project working Language (English) to Azerbaijani and vice versa for the project team (RTA, short-term experts) on a daily basis;
- Drafting and editing of written project materials in Azerbaijani and in English.
- Performing all other duties assigned by the RTA.

Qualifications:

Qualifications demanded:

1. Advanced diploma in translation / interpretation, excellent command of Azerbaijani and English
2. Excellent simultaneous and consecutive interpretation capacities
3. Ability to accurately interpret and translate from/to English and Azerbaijani languages, with professional experience within an international office, preferably in the public administration sector
4. Excellent drafting skills in English
5. Ability to work in a team
6. Very good computer skills (MS Office, Word, Excel, Power Point, Internet)
7. Very good communication skills

8. Patience and flexibility

Assets:

1. Preferably at least 5 years of relevant work experience
2. Experience in simultaneous and consecutive interpretation and translation
3. Experience with translation and interpretation work in Intellectual Property Rights will be an advantage, but not a requirement
4. Knowledge of relevant terminology would be an additional asset

Remuneration

- The honoraria will be 1.500 Euro monthly (indirect taxes not included)
- European Public Law Center (EPLC, the Mandated body for implementing Twinning projects on behalf of the Hellenic Republic) will be the contractor. The RTA Language assistant will refer to the RTA in all matters.

The position requires: Good organizational and communication skills; high sense of responsibility; flexibility regarding working time and travelling; relevant university degrees.

Conditions: Availability as of September 1st, 2017.

Location: Baku.

Twinning Manual foresees that the chosen assistant is not a civil servant or agent of the beneficiary - State Copyright Agency of the Republic of Azerbaijan – in the preceding 6 months nor is on leave from the beneficiary to take up the position of the project language assistant.

Short-listed candidates will be invited for an interview between the 25th and the 28th of July 2017 at Baku (exact date and place to be confirmed to each shortlisted participant).

How to Apply

Please send your CV (Europass form) and motivation letter **in English** via e-mail to **all the following** email addresses: ✉ jhw@dkpto.dk, ✉ Fidan.KERIMOVA@eeas.europa.eu ✉ afsana606@gmail.com ✉ rovshanas@mail.ru ✉ effie@liristi.gr, ✉ tkantianis@eplc.com.gr indicating on the subject of the email the post **RTA Language Assistant**.

Please include an email and a telephone contact number in the application.

All applications received with no reference of the post and in other language different from English will be automatically rejected.

Deadline for submissions: 18th of July 2017. All applications received later than this time will be not taken in consideration.