**Job Announcement**

**Language Assistant**

A Language Assistant is sought for an EU Twinning Project entitled “Strengthen the capacities of the General Inspectorate for Migration for the implementation of the migration management and asylum legislation in line with EU acquis”.

The Twinning project is implemented in close cooperation with the General Inspectorate for Migration in Moldova, the Swedish Migration Agency, CIEEL from the Hellenic Republic and the General Inspectorate for Immigration in Romania. The working language is English.

**I Tasks and responsibilities:**

The responsibilities of the Language Assistant will be the following:

* Provide simultaneous or advanced consecutive interpretation from English to Romanian and vice versa during meetings, missions, seminars, trainings, etc.
* Provide written translation of project material, such as laws, regulations, manuals, training material and other written material from English to Romanian and vice versa
* Reviewing, translating and editing texts relevant to the project (reports, presentations and documents) in English and Romanian
* Supporting the RTA and Short-Term Experts (STEs) from the Member States involved in the project activities
* General support to the Resident Twinning Advisor (RTA) in terms of office and project administration
* Perform any other activities related to the project or personal assistance with language issues or other issues that arise from moving to and working in Moldova

**II Qualifications and skills required:**

* Relevant University degree or similar
* Excellent spoken and written command of English and Romanian (proficiency level)
* Substantial practical experience in translation and interpretation
* Ability to act with discretion and maintaining impartiality and objectivity
* Advanced computer skills, including a first-class command of Microsoft Word, Excel, PowerPoint & Outlook
* Flexibility and ability to meet set deadlines and work in demanding situations with a willingness for hard work, as part of an international result-oriented team
* Maturity of judgment and a problem-solving approach with the ability to work alone or with minimal supervision
* Excellent skills in communication and working in an international environment
* Availability to travel in the country and abroad

It would be desirable for the Language Assistant also to have an excellent spoken and written command of Russian

We pay particular importance in our selection procedure to the candidate’s personal ability to fit into our organization and our way of working

**III Selection procedure and deadlines for the submission of the application**

CV (Europass format[[1]](#footnote-1)) and application letter with motivation (all in in English) will be submitted by email to following email addresses with object *Language Assistant:*

Katarina Mlekov: [katarina.mlekov@migrationsverket.se](mailto:katarina.mlekov@migrationsverket.se)

Milan Bobic: milan.bobic@migrationsverket.se

Incomplete applications or sent after the deadline will be disqualified and treated as non-eligible. The Language assistant is needed at a short notice and should be available latest as from August 12, 2025.

The selection procedure will include job interviews and language tests. Only short-listed candidates will be contacted for interviews. Job interviews may take place online.

**Project start:** April 1, 2025

**Project end:** September 30, 2026

**Project D**

**Location:** Chisinau, Moldova

**Renumeration:** Depending on professional experience

**The Language assistant may not have or recently (past 6 months) have had any contractual relation with the Beneficiary Country public sector.**

Please be informed that the successful applicant may need to undertake full responsibility for the payment of all taxes and obligations deriving from the legislation in force, including for those related to medical and social insurance.

If you are interested in this position, please send your

1) CV (Europass) in English

2) Application letter per email **as soon as possible, latest August 6.**

1. https://europass.cedefop.europa.eu/ [↑](#footnote-ref-1)