



European Union Twinning Project:

**Strengthening the capacities of the State Audit and Administrative Control Bureau and supporting the Bureau to become an independent, efficient and effective external audit institution in line with INTOSAI standards**

**PS 17 ENI FI 02 19**

implemented by the Supreme Audit Office of Poland at the State Audit and Administrative Control Bureau is seeking to recruit 1 position:

**Resident Twinning Advisor (RTA) Language Assistant / Translator - Interpreter**

**Duration of the Project:** 27 months from 18 January 2021

**Position is based in:** Ramallah, State Audit and Administrative Control Bureau

**Contract type:** fixed term **service contract**

**Gross and all-inclusive monthly salary for a full time job:**

- €1.000/month for the first month
- €1.150/month for the months 2-9
- €1.280/month for the months 10-21
- €1.570/month for the months 22-27

of the contractual relation between a selected person and the Project (represented by the RTA).

**Tasks:**

- Act as a main Arabic-English/English-Arabic translator and interpreter of the Project;
- Interpret from/into Arabic and English during missions, meetings, workshops, seminars, trainings and other project events (also outside Palestine);
- Translate from/into Arabic and English: legal acts, internal regulations of SAACB, audit process working papers, audit process manuals, training working papers etc.;
- Draft written materials, reports etc. in Arabic and English;
- Act as an Arabic-English/English-Arabic for RTA or Project Leader when attending official and working meetings when necessary;
- Translate written materials from/into Arabic and English;
- Perform other duties assigned;
- Maintain a high level of ethical behaviour;
- Maintain confidentiality in all matters relating to the realization and management of the project;
- Acting as RTA assistant when necessary.



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**Mandatory requirements and skills:**

- Excellent command of both written and spoken English and Arabic;
- Knowledge of technical language in the areas of public audit, public finances, taxes, public policies, government etc.;
- Strong interpersonal and communication skills;
- Organisational, administrative and management skills with the ability to identify priorities, meet deadlines, apply initiative and adapt to changing circumstances;
- Proficient drafting in English and Arabic;
- MS Office proficiency (Microsoft Word, PowerPoint);
- Experience in using online communicators including MS Teams or similar;
- Practical experience in the English-Arabic and Arabic-English translation and interpretation (during meetings, workshops, translating documents);
- Flexibility regarding working hours;
- A university degree;
- Readiness to travel to Poland State to work during Project one-week-long study visits (with additional per-diem (rate published by the European Commission));
- RTA Language Assistant may not have had any contractual relation with the beneficiary administration in the past six months.

**Additional skills and experience:**

- Practical experience in simultaneous interpretation will be an asset;
- Experience of working in the international environment, in other international projects in Palestine or:
- Experience of working in public administration on governmental level;

**Selection procedure:**

Interested candidates are requested to submit:

- CV (in English, Europass format)
- a letter of application of up to 250 words
- by **5 February 2021** in English via e-mail (please quote “RTA Language Assistant”) to Maciej Czarnota, Resident Twinning Adviser ([maciej.czarnota@nik.gov.pl](mailto:maciej.czarnota@nik.gov.pl)).
- Short-listed candidates only will be invited by e-mail to an online interview.



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