



**The ENI 2024 Twinning Project**  
*"Systematisation and simplification of the regulatory framework"*  
(UZ 21 NDICI JH 01 22)

**RTA Language Assistant (ref.002)**

The Twinning Project "*Systematisation and simplification of the regulatory framework*", funded by the European Union, is a joint project between the Republic of Uzbekistan, the Federal Republic of Germany and the Republic of Latvia. It is represented by the Ministry of Justice of Uzbekistan, the German Foundation for International Legal Cooperation (IRZ), and the Ministry of Justice of Latvia.

The overall objective is to support Uzbekistan's reforms towards creating an enabling regulatory environment for trade and economic development in the country. The project aims at strengthening the organisational, administrative, technical and legal capacities of the Ministry of Justice of Uzbekistan (MoJ) in order to ensure stability and predictability of the national legal framework.

The project is seeking a **Language Assistant** to the Resident Twinning Adviser (**RTA Language Assistant**) for a total duration of 28 calendar months, starting in April 2024. The RTA Language Assistant will be employed full time and based **in Tashkent**.

**Please note:** the RTA Language Assistant may not have, or recently (past 6 months) have had, any contractual relation with the Ministry of Justice of Uzbekistan.

**Main task:**

To provide daily interpretation and translation of project documentation as well as administrative and organisational support to the Resident Twinning Adviser (RTA) and the short-term experts.

**Profile:**

- Russian and/or Uzbek native speaker with outstanding English language skills
- Proven experience in translation and simultaneous interpretation from Uzbek into English and vice versa
- Proven experience in translation and simultaneous interpretation from Russian into English and vice versa
- University degree preferably in Linguistics with relation to Public Administration, Justice/Law or Management
- Experience in EU and/or other internationally funded projects
- Knowledge of public administration and/or ministerial work is an asset
- Knowledge of legal or judicial topics is desirable
- Excellent knowledge of MS Word, Excel, PowerPoint and very good internet skills
- Proficiency in protocol and communication in an international setting
- Strong organisational skills and ability to work autonomously as well as in a team



**Tasks:**

- Translation of project documentation from English into Russian or Uzbek and vice versa as well as providing simultaneous interpretation to the RTA and the project team
- Interpretation during meetings, seminars, conferences and workshops, and during other oral conversations from English to Russian and/or Uzbek and vice versa
- Translation of documents, regulations, training materials, information materials and other written material from English into Russian/and or Uzbek and vice versa
- Day-to-day administrative support to the Resident Twinning Advisor (RTA) in overall project management, correspondence, arranging meetings, etc.
- Support to the RTA in various technical tasks such as organisation of the assignments of the project experts

**Expected start and end of assignment:** 1.04.2024 – 30.07.2026

In case of interest, please send your cover letter and resume (CV) in English and in Europass format to the following e-mail address: [schoeller-schletter@irz.de](mailto:schoeller-schletter@irz.de) with reference to the position RTA Language Assistant (ref. 002) before **15.03.2024**.

Only short-listed candidates will be notified. Interviews are expected to start in March 2024.

**Legal nature of the contract:**

Independent activity based on a service contract. The provider should therefore be registered as a service provider and have a fiscal registration number (i.e. MB, PIB) and will be responsible of the payment of all taxes and insurances policies in relation with the activity.



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