Vacancy for Resident Twinning Adviser (RTA) Language Assistant (Closing Date: 24/06/2015)

Twinning project "Strengthening the NBM's capacity in the field of banking regulation and supervision in the context of EU requirements" (MD14/ENP/FI/16)
Vacancy for Resident Twinning Adviser (RTA) Language Assistant

Purpose of the post: To provide assistance to the Resident Twinning Adviser, by performing translation and interpretation activities, during the implementation of the Twinning project "Strengthening the NBM's capacity in the field of banking regulation and supervision in the context of EU requirements", a joint project between the National Bank of Moldova (NBM), on one side and a consortium formed by Banca Națională a României (BNR) and De Nederlandsche Bank (DNB), on the other side, financed by the European Union in the framework of the European Neighbourhood Policy (ENP).

Key duties:

- Translation and interpretation on a daily basis
- Translation of all documents related to the project activities (legislation, mission reports, correspondence, Short-Term Experts' presentations, etc.)
- Interpretation for the RTA and STEs in all meetings, workshops, seminars, conferences, etc. as well as during the study visits organized abroad
- Providing assistance in the preparation of project-related documents
- Providing assistance with all the office work, help the RTA and the RTA Assistant in everything which is necessary for the smooth operation of the project.

Qualifications required:

- University Degree in English language and literature or translation or interpretation in English
- Native Romanian speaker with an excellent English language skills (knowledge of Russian language is an advantage)
- Experience in day-to-day provision of translation and interpretation support to international advisors/experts
- Knowledge of banking terminology
- Experience of international donor funded projects, for example: EU funded projects, such as Twinning projects would be an advantage
- Excellent Computer skills (MS Word, Excel, Internet, etc.)
- Excellent inter-personal, communication and organizational skills
- Willingness to travel abroad

Duration: 24 months

Location: Chișinău, Republic of Moldova

Occupation: Full time

Starting: Depending on the start of the twinning project (estimated July 2015)

Condition: "The project language assistant may not have or recently (past 6 months) have had any contractual relation with the beneficiary administration", that is the National Bank of Moldova (NBM) (see Twinning Manual, chapter 5.8.).

Application:

The candidates should send a CV and a cover letter in English, highlighting their strengths, by e-mail, to emilian.antonescu@bnro.ro and irina.budiu@bnro.ro, marked "RTA Language Assistant" until 24.06.2015 (12:00, Chișinău time). The recommended CV format can be found at the following link: https://europass.cedefop.europa.eu/en/documents/curriculum-vitae. It should be sent as PDF Format.

The following documents should be annexed in scanned versions to the application:

- Certificate of educational qualification
- Certificate of language knowledge
- References from previous employer(s)
- Statutory declaration (attached)
- Identification Card or Passport (copy)

Only shortlisted candidates will be invited for a professional written knowledge test in Chisinau (using the e-mail on address they have indicated in their CV).

Based on the test results, the candidates that have received a grade higher than 7, will be invited to fill in a psychometric test, to establish the compatibility with the job profile, and to an interview in Chişinău.

THEMES for the professional written knowledge test

1. The main tasks of the National Bank of Moldova;
2. Retroversion of an economic text;
3. Retroversion of a non-economic text;
4. Retroversion of an excerpt from a legislative act relating to banking and finance;
5. Translation of an economic text;
6. Translation of an excerpt from a legislative act relating to banking and finance.

BIBLIOGRAPHY

1. National Bank of Moldova's Legislation (Romanian and English versions)
2. National Bank of Moldova's Publications (Romanian and English versions)*
   http://www.bnm.md/en/bnm_publications
3. National Bank of Romania's Publications (Romanian and English versions)*

   http://www.bnr.ro/Publications-3194.aspx
4. National Bank of Romania's Legislation (Romanian and English versions)*

   http://www.bnr.ro/NBR-Legislation-3004.aspx
5. Directive 2013/36/EU of the European Parliament and of the Council of 26 June 2013 on access to the activity of credit institutions and the prudential supervision of credit institutions and investment firms, amending Directive 2002/87/EC and repealing Directives 2006/48/EC and 2006/49/EC*

   http://eur-lex.europa.eu/
6. Regulation (EU) No 575/2013 of the European Parliament and of the Council of 26 June 2013 on prudential requirements for credit institutions and investment firms and amending Regulation (EU) No 648/2012*

   http://eur-lex.europa.eu/

* Only for the purpose of testing the English knowledge.

Attachment

Statutory declaration

Please fill in all the entries in large, legible letters in order to process your request

Name	
Surname	
Date of birth	
Phone number and e-mail address	
Position	RTA LANGUAGE ASSISTANT

Statutory declaration to determine the eligibility of candidates to participate in the selection process
Have you ever been convicted of an offence concerning your professional conduct by a judgement which has the force of *res judicata*? If the answer is yes, please give details concerning the nature of the conviction and the penalties applied (prison, fine etc.)
Have you been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity detrimental to the EU's financial interest? If the answer is yes, please give details concerning the case or the investigation.

Have you been found guilty of grave professional misconduct proven by any means justifiable? If the answer is yes, please give details concerning the case or the investigation.
Are you bankrupt, being wound up or do you have your affairs administered by the courts? **Did you enter into an agreement with creditors; have your business activities suspended?** **Are you the subject of proceedings concerning these matters or be in any analogous situation arising from a similar procedure provided for in a national legislation or regulations?** If the answer is yes, please give details.
Have you fulfilled your obligation related to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which you are established or with those of the Republic of Moldova, where the contract will be performed? If the answer is yes, please give details.
Are you currently subject to an administrative penalty referred to made false declarations, made substantial errors, committed irregularities or fraud in the last five years? That period may be extended to 10 years in the event of a repeated offence within five years of that date. If the answer is yes, please give details.

Have you ever had or recently had (in the past 6 months) any contractual relation with the National Bank of Moldova? If the answer is yes, please give details.
• *I hereby declare that all the answers given in this statutory declaration drafted under my own responsibility, in full knowledge of the facts and in good faith, are true and complete. I understand that, if the data in this Declaration or other information required by the NBR prove to be false, misleading or incomplete may provide grounds for withdrawal of the offer of employment.* • *I am aware of the provisions under law No. 677/2001 on the processing of personal data, as amended and supplemented. I agree with the purpose and the recipients of the data and I authorize NBR, which has No.3481 in the register for processing personal data to process my personal data. At the same time, I know that I have the right to be informed about the use and processing of my personal data, the right to access, the right of opposition to the use of these data and the right of intervention on them.* • *Only tenderer selected to sign the service contract will present documents certifying the absence of grounds for exclusion from participation in selection procedures.* **Date:** **Name:** **Signature:**