Job Advertisement for Project Translator/Interpreter – Office Assistant

The European Union’s IPA Programme for Macedonia EU funded Twinning Project is seeking to recruit an

Project Translator/Interpreter – Office Assistant

for the Twinning Project MK 10 IB OT 01 “Support to the Civil Service and Public Administration Reform” is a joint project between the Beneficiary Country and the Republic of Austria, represented by the Ministry of Information Society and Administration (MISA) of Macedonia and the AED – Agency for Economic Cooperation and Development of Austria.

The overall objective of the project is to develop and implement a mechanism to connect all existing and future processes, systems and information in Macedonian public administration based on EU practice.

The project is seeking a “Project Translator/Interpreter–Office Assistant”, whose activities include to support the PL (Project Leader), the RTA (Residential Twinning Advisor) and the STEs (Short Term Experts - Project Experts) as well as all other project team members with all interpretation and translation related tasks and act as office assistant. The duration of the contract is 12 months. The planned starting date is beginning of December 2014.

The “Project Translator/ Interpreter-Office Assistant” will be employed part time and stationed in Skopje. The Assistant may not have or recently (past 6 months) have had any contractual relation with the beneficiary administration, which is the Ministry of Information Society and Administration (MISA) of Macedonia.

The tasks of the “Project Translator/Interpreter-Office Assistant” will include:

- To support the RTA, Project Leader (PL) and Short Term Experts (STEs) in all language-related issues during the project.
- To provide in-house interpretation services for the RTA, Project Leader (PL) and STEs at formal and informal meetings (consecutive, simultaneous, chuchotage; English-Macedonian and vice versa).
- To provide interpretation services at formal and informal meetings of the project outside Skopje (consecutive, simultaneous, chuchotage; English-Macedonian and vice versa).
To provide in-house translation services for sensitive legal and operational documentation on behalf of the RTA, PL and STEs (English-Macedonian and vice versa).

To provide translations of official papers of the RTA, PL and STEs, where so required (English-Macedonian and vice versa).

To draw up and manage bilingual project terminology.

To draft correspondence, set up phone calls as well as review mails.

To organise the office administration in an effective way.

The compilation of documents and their archiving.

To develop and maintain close working contacts and relationships with officials involved in the project activities.

To cooperate and work with RTA's assistant in daily management of the project related activities.

To support the RTA, PL and STEs in organisational tasks within the project when the Assistant to the RTA is not available.

**The successful candidate should have/be:**

- Fluent in oral and written English and Macedonian.
- Solid work experience in translation and interpretation (consecutive and simultaneous).
- Knowledge of translation and interpreting techniques (note taking etc.).
- Experience in office administration work.
- University degree with specialisation in translation and interpreting.
- Very good computer skills (MS Office package, Excel, Word, PowerPoint, Internet).
- Able to work as an individual and within a team environment.
- Able to communicate and collaborate effectively with all levels of employees and outside contacts.
- A high degree of independence, strong own initiative and flexibility, discretion and professionalism.
- Strong intercultural and social competences.

**Desirable skills:**

- Previous experience in EU/Twinning projects would be an advantage.
- Strong administrating and organizing skills.
- Knowledge of German language would be an asset.

Candidates should send their CV with a cover letter in English, to Mr Johannes Werner (RTA – Civil service and public administration reform) to the email: johannes.werner@jwerner.at by 1st December 2014 at the latest marked as "Macedonian Project Translator/Interpreter". Short listed candidates will be invited for an interview.

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