



Instrument for Pre-accession Assistance (IPA) – National Programme for 2011
under the IPA

Transition Assistance and Institution Building Component (TAIB)

Twinning Project “Strengthening the Rule of Law”

Reference Number: MK 11 IB JH 03

is seeking to recruit

Full-time translator / interpreter

Duration: 17 months (indicative date: from April 2016 until September 2017)

Positions are based in: Ministry of Justice, Dimitrie Chupovski 9, 1000 Skopje

Qualifications:

- Excellent command of spoken and written English and Macedonian;
- University degree (preferably – University Degree in English Language (translator/interpreter));
- Previous experience in language assistance, translations and interpretations;
- Excellent organisational skills;
- Ability to establish and maintain effective working relations;
- Advanced usage of computer and office software packages (MS Word, Excel, Power point, etc).

Additional qualifications which would be considered as advantage:

- Previous working experience in IPA twinning projects or other EU funded projects;
- Extensive experience in consecutive interpretation from English to Macedonian and vice versa;
- Previous experience in translation and interpretation of fundamental rights and justice related terminology;
- Driving licence (category B).

Job description:

- Act as a language assistant to the RTA and assisting short term experts during their visits;
- Translation of written materials (documents, legislative texts, training materials, information materials and other written materials) for the project from English to Macedonian and vice versa;
- Edit Quarterly Project Reports and other official Project publications;
- Drafting of minutes from meetings and written materials with relation to the project in Macedonian and English;



- Interpretation during missions, meetings, workshops, seminars, trainings and other project events;
- Developing and maintaining close working contacts and relationships with Beneficiary Country and Member State Countries officials involved in each of the activities and the project management;
- Close cooperation with the RTA assistant to manage the daily workload.

Interested candidates are requested to submit their CV in Europass format and a letter of motivation in English via e-mail to the following address: Vineta.Krutko@tm.gov.lv by **18-th of March 2016**. Please include the following in the subject '**EU Twinning project - Strengthening the Rule of Law**'.

Short listed candidates only will be invited to fill in a test and to attend an interview. Selected candidates will sign a service contract with the **Ministry of Justice of the Republic of Latvia**. In case of failure to meet the legitimate expectations the employer holds the right to terminate the contract before the definite term. Employer will have a one month probation period.

The selected candidate for this position is responsible to fulfill all obligations related to employment and social benefits according the relevant national legislation (taxes, social security).

The above mentioned Twinning project is funded by the European Union and will be implemented by the Ministry of Justice of the Republic of Latvia and the Ministry of Justice of the Republic of Croatia in cooperation with the Ministry of Justice of the Beneficiary Country, the Bureau for representation of the Beneficiary Country before European Court for Human Rights and the Academy for Judges and Public Prosecutors in the Beneficiary Country.

The purpose of this Twinning project is to support the justice sector institutions in consolidation of the rule of law by strengthening their capacities and by assisting in alignment of national law with EU *acquis* and key human rights instruments of the Council of Europe.