



Instrument for Pre-Accession Assistance (IPA) Component IV – Human Resources Development

**Twinning Project “Further improvement of the system for development and implementation of the National Qualification Framework”**

**Reference Number: MK 13 IPA SO 02 15**

is seeking to recruit:

**1) Full-time translator / interpreter**

The objective of the project is to strengthen national capacities for an effective and efficient functioning of the system for the National Qualifications Framework in Macedonia.

Duration: 3 months (indicative date: 21 July 2017 until 17 October 2017).

Positions are based in: Ministry of Education and Science, Sv. Kiril i Metodij 54, 1000 Skopje

Starting date: 21 July 2017.

**Individuals that have had any contractual relation with the beneficiary country administration within the previous six months are not eligible for this position.**

**Full-time translator/interpreter**

Qualifications:

- Excellent command of spoken and written English and Macedonian language,
- University degree in English Language and literature (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,**
- Experience with education and/or vocational education terminology use,
- Good knowledge of Albanian language will be an advantage.

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 of 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 and RTA Assistant to manage daily workload.

Interested candidates are requested to submit their CV and a letter of application in English via e-mail to the following address: [b.balinska@ibe.edu.pl](mailto:b.balinska@ibe.edu.pl) **by 20 of July 2017 by 12:00 p.m.**

**Shortlisted candidates only will be invited to attend an interview.**

Selected candidates will sign a contract with the Educational Research Institute of the Republic of Poland and shall provide a tax certificate which proves that he/she pays taxes on the remuneration.

The above mentioned Twinning project is funded by the European Union and will be implemented by the Educational Research Institute of the Republic of Poland, the Ministry of Science Education and Sports of the Republic of Croatia and Scottish Credit and Qualification Partnership of the United Kingdom in cooperation with the Ministry of Education and Science in Beneficiary Country.