



## Job Announcement for RTA Assistant-Translator for EU-Twinning Project

### I. BACKGROUND

The European Commission is financing the Twinning Project MK12 IPA FI 01 15 (MK-12-IB-FI-01) entitled “**Further harmonization with the EU in the field of insurance and increase of market operations**”. This project is currently under implementation.

The project is being implemented by Spain through the Insurance and Pension Funds Supervisory Authority (DGSFP). The implementation is currently running. It is a 21 month project that started in March 2016.

The overall objective of the project is further alignment of the national legislation with the *EU acquis* in the area of insurance, as well as strengthening the administrative and operational capacity of the Country in the process of fulfilling the EU standards in these areas.

The Resident Twinning Advisor (RTA) is currently residing in Skopje during the project’s implementation period. EU Member State short term experts (STEs) are travelling to Skopje for short missions throughout the project period.

### 2. THE POSITION

FIIAPP, F.S.P wishes to recruit one Assistant-Translator to the RTA for a 3 month period. The assistant-translator will be employed by FIIAPP, F.S.P, the Spanish Public Organisation in charge of the Twinning Management.

#### Starting Date for Employment

5<sup>th</sup> September 2017 until 4<sup>th</sup> December 2017 (3 months) with possibility of extension if the Twinning project is extended

#### Place of Employment

Skopje, with possible short trips to different locations within abroad (Spain).

### 3. TASKS

- General support to the RTA in terms of office management, document and record keeping, correspondence, and filing;
- Provide administrative assistance for the Twinning Project, coordinating with the FIIAPP’s F.S.P management team in Spain;
- Assist the RTA in planning the visits of the Short-term experts (travel, accommodation, residence and work in the Beneficiary country, accompany MS experts on field missions within the Beneficiary country);
- Organisation of trainings, expert missions, study visits, meetings. Including room reservation and other logistic support;
- Attendance at meetings and drafting of minutes;

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- Drafting of written materials with relation to the project in the Beneficiary country and MS languages;
- Elaboration of programs for short term experts and other foreign specialists with relation to the project;
- Interpretation from English into Macedonian and vice versa during the courses, trainings, workshops and similar meetings that will be held within the project activities in addition to the professional interpretation.
- Provide satisfactory translation of documents and interpretation for the RTA and his counterpart and short-term experts, in cases where separate arrangements for translation or interpretation cannot be made;
- Assist the RTA, his counterpart, the short term experts, and other foreign specialists involved in the project in matters related to language problems or other problems due to being and working in a foreign country;
- Translating documents, regulations, training materials, information materials and other written material from English into Macedonian and vice versa;

This list is not exclusive of other possible tasks.

## 4. PROFILE

### Qualifications demanded

- a. University degree
- b. Excellent command of English and Macedonian, including mastering technical terminology used in the project;
- c. Excellent drafting skills in English and Macedonian and ability to elaborate documents;
- d. Sufficient administrative skills and organizing skills
- e. Ability to work in a multinational environment;
- f. Experience in cooperation with international technical assistance projects and/or with European or international organisations is an asset.
- g. Proficient computer skills (including Microsoft Office applications and Internet)
- h. Good social and communication skills
- i. Patience and flexibility

### Assets

- i. Previous experience in Twinning or projects funded by the European Union.
- ii. Good oral and written command of Spanish.
- iii. Knowledge of the Beneficiary country Public Administration and the European Commission.
- iv. Preferably basic knowledge of EU institutions.

## 5. OTHER

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Contract services will be signed for 3 months with the FIIAPP (the Spanish institution responsible of the management of the TW) as Contracting Authority.

The selected person must annually provide the FIIAPP, F.S.P a **tax certificate** which proves that he/she pays taxes in the BC and a **bank certificate** that certifies the bank account ownership.

Working hours: According to organisation timetable where office is located and, anyway, to the project scheduled activities.

Flexibility regarding working hours in the office is required. Overtime may be necessary at times. Working place is in Skopje. Travel inland and abroad may occur.

## 6. EVALUATION

Compliance with both “Qualifications demanded” and “Assets” should be shown by certification issued by the corresponding responsible organisations.

Evaluation will be carried out using the below grid. Appropriate means will be used to find candidates compliance with requirements and additional qualifications.

QUALIFICATIONS DEMANDED (MINIMUM REQUIREMENTS)
a. University degree
b. Excellent command of English and Macedonian, including mastering technical terminology used in the project
c. Excellent drafting skills in English and Macedonian, and ability to elaborate documents.
d. Sufficient administrative skills and organizing skills.
e. Ability to work in a multinational environment.
f. Experience in cooperation with international technical assistance projects and/or with European or international organisations is an asset.
g. Proficient computer skills (including Microsoft Office applications and Internet).
h. Good social and communication skills.
i. Patience and flexibility.

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ASSETS EVALUATION	
i. Previous experience in Twinning or projects funded by the European Union. 2 points for each Twinning or projects funded by the European Union.	Max. 10
ii. Good oral and written command of Spanish. C2: 50 points C1: 35 points B 2: 20 points B 1 : 10 points	Max. 50
iii. Knowledge of Beneficiary country Public Administration. 2 points for each year of experience in Public Administration.	Max. 20
iv. Basic knowledge of EU institutions. 2 points for each year of experience in/with the EU institutions.	Max 20
<b>Total:</b>	<b>100</b>

## 7. APPLICATION

Please send your application **in English** (Europass CV format!) via e-mail to **all of the following** email addresses: [bsevilla@fiiapp.org](mailto:bsevilla@fiiapp.org) and [victor.garcia@finance.gov.mk](mailto:victor.garcia@finance.gov.mk) indicating **“RTAA-LA job application”** on the subject line of the email. Please include an email and a telephone contact number in the application.

**All applications received with no reference of the post or in any other format different from the European Format CV will automatically be rejected.**

**Deadline for submissions: 22<sup>nd</sup> August 2017 at 12:00h (Spain)**

**All applications received later than this time will be not taken in consideration.**

Short-listed candidates will be contacted from the 24<sup>th</sup> August 2017.

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<sup>1</sup> Please use Europass CV format (Annex I) below.

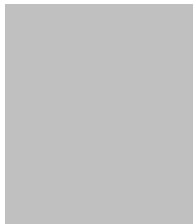


**NOTE:** Twinning Manual foresees that the chosen assistant is not a civil servant or agent of the beneficiary (past 6 months) nor is on leave from the beneficiary to take up the position of the project assistant.




## ANNEX I – EUROPASS CV TEMPLATE

### PERSONAL INFORMATION



Replace with First name(s) Surname(s)

[All CV headings are optional. Remove any empty headings.]

 Replace with house number, street name, city, postcode, country

 Replace with telephone number  Replace with mobile number

 State e-mail address

 State personal website(s)

 Replace with type of IM service Replace with messaging account(s)

Sex Enter sex | Date of birth dd/mm/yyyy | Nationality Enter nationality/-ies

JOB APPLIED FOR  
POSITION  
PREFERRED JOB  
STUDIES APPLIED FOR

Replace with job applied for / position / preferred job / studies applied for (delete non relevant headings in left column)

### WORK EXPERIENCE

Replace with dates (from - to)

[Add separate entries for each experience. Start from the most recent.]

Replace with occupation or position held

Replace with employer's name and locality (if relevant, full address and website)

▪ Replace with main activities and responsibilities

Business or sector Replace with type of business or sector

### EDUCATION AND TRAINING

Replace with dates (from - to)

[Add separate entries for each course. Start from the most recent.]

Replace with qualification awarded

Replace with EQF  
(or other) level if  
relevant

Replace with education or training organisation's name and locality (if relevant, country)

▪ Replace with a list of principal subjects covered or skills acquired

### PERSONAL SKILLS

Mother tongue(s)

Replace with mother tongue(s)

Other language(s)

Replace with language

Replace with language

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
Enter level	Enter level	Enter level	Enter level	Enter level
Replace with name of language certificate. Enter level if known.				
Enter level	Enter level	Enter level	Enter level	Enter level
Replace with name of language certificate. Enter level if known.				



Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user  
Common European Framework of Reference for Languages

**Communication skills**

Replace with your communication skills. Specify in what context they were acquired. Example:  
▪ good communication skills gained through my experience as sales manager

**Organisational / managerial skills**

Replace with your organisational / managerial skills. Specify in what context they were acquired.  
Example:  
▪ leadership (currently responsible for a team of 10 people)

**Job-related skills**

Replace with any job-related skills not listed elsewhere. Specify in what context they were acquired.  
Example:  
▪ good command of quality control processes (currently responsible for quality audit)

**Computer skills**

Replace with your computer skills. Specify in what context they were acquired. Example:  
▪ good command of Microsoft Office™ tools

**Other skills**

Replace with other relevant skills not already mentioned. Specify in what context they were acquired.  
Example:  
▪ carpentry

**Driving licence**

Replace with driving licence category/-ies. Example:  
▪ B

**ADDITIONAL INFORMATION**

Publications  
Presentations  
Projects  
Conferences  
Seminars

Replace with relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references. Remove headings not relevant in the left column.

Example of publication:

- How to write a successful CV, New Associated Publishers, London, 2002.

Example of project:

Honours and awards  
Memberships  
References

- Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012).

**ANNEXES**

Replace with list of documents annexed to your CV. Examples:

- copies of degrees and qualifications;
- testimonial of employment or work placement;
- publications or research.