

EU Support for Rule of Law - Republic of North Macedonia

Announcement for the position of Component Leader's Translator/ Office Assistant for the grant contract "EU Support for Rule of Law" - Component 1

Reference number: IPA/2020/419-800

Estimated Starting Date for Employment: 15.10.2021

Place of Employment: Skopje, North Macedonia

The Project "EU Support for Rule of Law" is EU-funded project implemented by the Austrian Agency for European Integration and Economic Development (AEI), the Ministry of Justice and Public Administration of Croatia, the Federal Ministry of Interior of Austria, and the Ludwig Boltzmann Institute of Human Rights.

The overall objective of the project is to strengthen the rule of law in North Macedonia, specifically:

- (1) to improve the capacities of justice institutions to deliver justice in a transparent and accountable manner;
- (2) to strengthen the capacities to effectively implement modern investigation techniques in fighting organized crime;
- (3) to improve the prevention and fight against corruption;
- (4) to enhance the protection of fundamental rights and strengthen the uptake of alternative means to detention.

Tasks

1. Support the Component Leader 1 in his/her daily tasks.
2. Interpretation skills/interpreting from English to Macedonian and vice versa, at meetings and other oral conversations.
3. Translation of documents, regulations, training materials, information materials and other written materials from Macedonian to English and English to Macedonian.
4. Drafting of written materials with relation to the project in Macedonian and English.
5. Taking notes, drafting minutes of meetings, proofreading reports.

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Necessary Qualifications

1. University degree
2. Professional fluency in oral and written in English and Macedonian
3. Organized and rigorous
4. Autonomous
5. Very good computer skills (MS Office, Word, Excel, Internet)
6. Very good communication skills
7. Good capability to manage multi-cultural environment
8. He/She shall be able to act with secrecy and discretion and have good presentation skills

Advantages:

1. Knowledge of the justice system of North Macedonia, and of legal and judicial issues
2. Knowledge of the EU accession process
3. Experience in European Union funded projects
4. Knowledge of Albanian and German language

Remuneration

An employment contract for a definite period, will be signed for the duration of the Project, foreseen until the 17.1.2026, and he/she will be contracted by the Agency for European Integration and Economic Development (www.aei.at).

• How to Apply

Please send your application in English (CV Europass format + Cover Letter) via e-mail to: mojca.kuzmicki@rol.mk and dragan.kovacevic@aei.at

Please indicate (in both your **e-mail** and **cover letter**) where you discovered this job posting and the position(s) you are applying for.

Deadline: 5 October 2021

Short-listed candidates will be invited for an interview.

IMPORTANT NOTICE:

The translator/office assistant shall not have been in any contractual relation with the Beneficiary administration during at least the 6 months preceding their hiring.