



## VACANCY NOTICE TI/2



**TWINNING PROJECT BETWEEN  
MACEDONIA AND ITALY  
MK 2009/IB/AG 02: “ORGANIC AGRICULTURE PRODUCTION AND QUALITY  
PROTECTION OF AGRICULTURE PRODUCTS”**



**Financed by the European Union - Instrument for Pre-Accession Assistance (IPA)**

**Job Vacancy Announcement for:  
Translator/Interpreter**

|                               |   |
|-------------------------------|---|
| Post reference number:        | TI/2  |
| Place of work:                | Ministry of Agriculture, Forestry and Water Economy (MAFWE), Skopje |
| Estimated starting date:      | end of April 2013   |
| Period of employment:         | 13 months (full time)   |
| Closing date for applications | 17 <sup>th</sup> April 2013 (24:00 Rome time, GMT+1)                |





## 1. BACKGROUND

The Twinning project “Organic Agriculture Production and Quality Protection of Agriculture products” is focuses on supporting the Macedonian Ministry of Agriculture, Forestry and Water Economy (MAFWE) in strengthening the national and regional capabilities that are required to tackle the priorities for EU accession and market-orientated reforms and development of the sector in the area of organic agricultural production and national quality protection policy in accordance with the EU legislation.

*For more information about Twinning instrument and Twinning Manual 2009 refer to webpage: [http://ec.europa.eu/enlargement/tenders/twinning/index\\_en.htm](http://ec.europa.eu/enlargement/tenders/twinning/index_en.htm)*

## 2. DUTIES

Full-time Translator/Interpreter: daily support to the “Resident Twinning Adviser” (RTA) in the implementation of the Twinning Project and, in particular, performing interpretation (Italian/Macedonian/English) to foreign experts during their working missions at the Macedonian institutions and ensuring the translation of Project documents.

Applicants must be fluent in Macedonian, English and Italian and have a well-established experience in interpreting and translating, as well as a sound knowledge and understanding of public services and an ability to work within them.

Reporting to the twinning contract, the Translator/Interpreter shall be responsible for:

- Interpretation services to the Member States experts involved in the Project during their weekly working missions to Skopje: assisting the small coaching sessions provided to selected Macedonian staff of the beneficiary institutions (i.e.: the Ministry of Agriculture, Forestry and Water Economy), facilitating the exchange of information and data between local and foreign officials;
- Providing consecutive interpretation during training session and seminar, in accordance with the Project’s working plan;
- Daily support for the translation, drafting and editing of project documentations (training materials, information materials, regulations, power point presentations, etc.) from Macedonian to English language and vice versa and, when requested, from Italian to Macedonian language and vice versa;
- Assistance and linguistic assistance to the RTA;
- Assistance to RTA in relations with public offices relevant for the project and with all project stakeholders to contribute to development of the Twinning communication strategy;
- Administrative support to the RTA during implementation of Twinning project or other assignments requested by RTA.





## 2. QUALIFICATIONS AND EXPERIENCE REQUIRED

The ideal candidate will be hard working individual with excellent written and oral communication skills and the ability to work closely with the RTA and team of experts.

**To be eligible, an applicant must have:**

- University degree in foreign languages or equivalent qualification in translation/interpreting;
- Fluency in Macedonian, English and Italian languages;
- Excellent educational background in interpreting and translating;
- Minimum of 3 years working experience as translator/interpreter;
- Good computer skills, including of MS applications (Word, Excel, Power Point and Outlook)

**Besides the following attributes would be an asset**

- Experience as translator/interpreter in twinning projects or experience with the implementation of projects funded by the EU;
- Experience of working/studying with the Italy and/or EU Member States;
- Knowledge of and/or experience in the Macedonian Public Administration;
- Knowledge of EU policies and institutions.

**Personal qualities:**

Attributes especially important to this post include:

- Excellent communication and interpersonal skills;
- Excellent team working abilities is essential together with an innate diplomacy;
- Methodical knowledge to facilitate handling problems typically encountered when translating and interpreting;
- Highly motivated and results oriented with the ability to plan ahead;
- Ability to cooperate smoothly in the multicultural environment.

## 3. CONDITIONS OF EMPLOYMENT

Successful applicant will be an independent consultant, on the basis of the standard IPA- contracts for services. The Translator/Interpreter will be self-employed and will undertake full responsibility for the payment of all taxes and obligations deriving from the legislation in force, including for those related to medical and social insurance.





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The assignment is full time; the Interpreter contract will run from the date of the signature throughout the period of implementation of the Twinning Contract. The Twinning project end is estimated in May 2014.

The remuneration consists of € 1.000,00 per month and the contract will be signed for a period of 13 months with a probationary period of 1 month.

*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.*

### 3. APPLICATION AND SELECTION PROCEDURES

Qualified candidates are kindly asked to send their applications, duly completed in English, for the above mentioned position not later than **17<sup>th</sup> April 2013 (24:00 Rome time, GMT+1)** to the Italian Ministry of Agricultural, Food and Forestry Policies

**E-mail addresses:** [l.gangheri@mpaaf.gov.it](mailto:l.gangheri@mpaaf.gov.it)  
[g.giorgi@mpaaf.gov.it](mailto:g.giorgi@mpaaf.gov.it)

with this specification on the subject: “SURNAME”\_REF: TI/2

Your application in English language must include:

- letter of intention, signed by the applicant, explaining the compliance with the eligibility criteria for the specification post;
- CV (Europass format\*) with detailed description of professional experience and education (with exact dates);
- copies of supporting documents (University degree, reference letters and certificates in the original language and, if available, in English).

**All documents has to send only one time in .PDF format. Incomplete applications or sent to the mentioned email address after the above deadline will be disqualified and treated as non-eligible.**

Only applicants selected for the interview will be notified. Short-listed candidates will be invited for an interview in Skopje sometime during end of April 2013.

Please note that will not return applications to applicants.

*\*CV form in EU format is available at:*

*<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>*

