

EU-funded Twinning-Project MK 10 IB SO 02 "Support to the Employment Service Agency for implementation of active labour market measures and services"

**Job Vacancy Announcement for:
RTA Assistant (Office Manager) and
Language Assistant (Translator / Interpreter)**

Position 1: RTA Assistant (RTAA) (Office Manager-24 months)

The tasks of the RTA assistant include:

- Act as a principal assistant to the RTA;
- Practical organisation of trainings, expert missions, meetings, prepare meeting agenda and take minutes
- Provide administrative support to the RTA during implementation of the project
- Support in drafting of written materials with relation to the project
- Act as a translator and interpreter when needed

Qualifications:

- University degree or suitable working experience of at least 10 years
- Minimum of 3 years working experience
- Fluent language skills at minimum in Macedonian and in English; knowledge of German and / or Albanian is an asset
- Practical experiences in managing projects in particular EU-funded projects; previous experience in Twinning projects is an asset

Position 2: Language Assistant (Translator / Interpreter – 24 months)

The tasks of the language assistant include:

- Interpreting meetings, training etc. from English to Macedonian and vice versa
- Translating documents, regulations, training materials, information materials and other written material from English to Macedonian language and vice versa
- In the case RTA assistant is not available to perform the duties of the RTAA
- Perform other project related assignments requested by the RTA

Qualifications:

- University degree or suitable working experience of at least 10 years
- Fluent language skills at minimum in Macedonian and in English; knowledge of German and / or Albanian is an asset
- Minimum of 3 years working experience as translator/interpreter.
- Experience on EU-funded projects and/or Twinning projects would be an asset

Both positions also require: very good computer skills (Word, Excel, PowerPoint); excellent communication skills and team working abilities; preparedness to travel and work on missions throughout the country.

Conditions for both positions: Availability as of May 2014 (foreseen); Location: Skopje. The remuneration for both positions is consists of € 1.000,00 per month

Applicants are invited to submit their CV and Motivation Letter in English language per fax or email to Mr. Joachim Hülsmann, GVG e.V., Cologne/Germany, fax: +49/221/912867-10, email: j.huelsmann@gvg.org, referring to the position of your interest, quoting the reference: Twinning ESA. **CLOSING DATE FOR RECEIPT OF APPLICATIONS (CV AND MOTIVATION LETTER) IS 8 APRIL 2014, 16:00 CET.**

Only short-listed candidates will be notified and will be interviewed. Applications received after the closing deadline and/or submitted by any other means (e.g. by fax or by e-mail) or delivered to other addresses or submitted in other languages than the English language will not be considered. No telephone calls please. Selected candidates will be required to present proof that local employment obligations (taxes, social security) have been fulfilled.

This Advertisement is also published on the following web-sites: Employment Service Agency <https://www.avrm.gov.mk> Ministry of Finance (Central Financing and Contracting Department - CFCD) (<http://cfcd.finance.gov.mk>); and Delegation of the European Union (http://eeas.europa.eu/delegations/the_former_yugoslav_republic_of_macedonia/about_us/vacancies/index_en.htm)

Се објавуваат горенаведените позиции за потребите на Проектот „Поддршка на Агенцијата за вработување во имплементација на активни мерки за вработување и услуги“, финансиран од Европската унија. Краен рок за пријавување е 8 април 2014 година, 16:00 часот, на погоре наведената е-маил адреса, односно факс. Овој оглас, исто така, е објавен на веб страната на Агенцијата за вработување <https://www.avrm.gov.mk>, Министерство за финансии (Сектор за централно финансирање и склучување на договори) (<http://cfcd.finance.gov.mk>); и Делегацијата на Европска Унија http://eeas.europa.eu/delegations/the_former_yugoslav_republic_of_macedonia/about_us/vacancies/index_en.htm

Publikohen pozitat e lartëpërmendura për nevojat e Projektit “Mbështetje për Agjencionin për Punësim në implementimin e masave aktive për punësim dhe shërbime i finansuar nga Unioni European. Afati i fundit për aplikim është 8 prill 2014, ora 16:00 në emailin e lartëpërmendur, ose në faks. Kjo shpallje gjithashtu është publikuar në ueb faqen e Agjencionit për Punësim <https://www.avrm.gov.mk>; Ministrinë e financave (Sektori për financim qendror dhe kontraktim të marrëveshjeve) (<http://cfcd.finance.gov.mk>); dhe Delegacionin e Unionit European http://eeas.europa.eu/delegations/the_former_yugoslav_republic_of_macedonia/about_us/vacancies/index_en.htm.



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This project is funded by the European Union