

EU DELEGATION IN SKOPJE OFFERS THE POST OF:

TRANSLATOR / INTERPRETER (MACEDONIAN - ALBANIAN - ENGLISH)

(9 month limited term contract)

The candidate will mainly serve the Delegation with Translator / Interpreter tasks between Macedonian - Albanian - English under the supervision of the Head of section.

Please see more details of the requirements and the scope of the post in the Job Description.
Vacancy reference: TR/POL

Job description

Main Tasks

- Provide high quality written and oral interpretation and translation services (to/from Macedonian/Albanian/English as needed) to the Delegation at meetings, receptions and events. This will include working outside normal working hours and may include complicated and precise terms (simultaneously or sequentially). Accompany Delegation staff to meetings and other events with local authorities and other interlocutors and, whenever required, across the country.
- Produce translation of documents, legislation, press material and other documents.
- Arrangements of meetings and events.
- Administer correspondence, incoming and outgoing; actively manage and follow-up on: responses, actions requested, meetings applied for etc, and provide periodic status reports as required.
- Produce timely, accurate, relevant press summaries and analysis on wider developments by scanning and monitor global, regional and local media (official/formal and unofficial/social) and report periodically, as required, on political news and matters arising.

The successful candidate will be working in the Delegation's premises in Skopje.

We are looking for

We look for an energetic person and able to handle several strands of work in parallel in a high pressure environment. An ability to work well with others is vital.

Previous experience working in the public, private or international organisation sectors and as a translator or interpreter would be an advantage. The applicant must be prepared to be photographed and/or appear on television, social media etc in the course of interpreting. Whilst the job will be mainly Skopje-based, there may be occasional visits to other places in the country.

Job requirements

Formal education, training and/or equivalent experience

- University degree. A degree in translation/interpretation field will be an asset.
- Minimum of 5 years proven professional experience pertinent to the announced duties
- Minimum of 2 years proven professional experience as interpreter/translator

Language skills

- Macedonian and Albanian language at native level
- High level of proficiency in English, written and oral

Other requirements

- Capacity to focus on priorities and to perform duties independently with speed and accuracy.
- Communicating effectively with clarity and confidence, verbally and in writing
- Confidently handle challenging conversations and public speaking (including interpretation).
- Have a good knowledge of the political situation in the country

Personal qualities

- Experience of working in a multi-cultural environment.
- Good interpersonal and negotiating skills.
- Flexibility to work under pressure, to adapt to atypical working hours and to respond quickly to new demands
- Capacity to work both autonomously and as a member of a team
- Ability to deal helpfully and courteously with people and to build productive and cooperative working relationships.

HOW TO APPLY

Please send your motivation letter and the standard CV [**please use word template available at https://eeas.europa.eu/delegations/republic-north-macedonia/area/jobs-funds_en**] and <http://www.euic.mk/news-from-eu-2017.nspix> to delegation-north-macedonia-recruitments@eeas.europa.eu

Clearly indicate the vacancy reference in the subject line of the mail.

Pre-selected candidates will be invited to a written test followed by an oral interview with

shortlisted candidates.

The deadline for applications is **13 March 2019**.

WE ARE

The European Union (EU) is an economic and political partnership between 28 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organisations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy.

The Delegation of the European Union in Skopje is an interesting, dynamic, and multicultural workplace. The Delegation applies an equal-opportunity policy a working environment in its recruitment policy covering racial or ethnic origin, religion or belief, disability, age, sexual orientation, and gender. The Delegation's policy is based on a model of best practice for sustaining a work ethos whereby all employees can reach their full potential.

Please note that the Delegation does not accept unsolicited/spontaneous applications whether received by post, e-mail, or fax. These will not be considered and no response will be given. Only applications for published vacancies will be taken into consideration.

We regret that due to the large volume of applications, only short-listed candidates will be informed of the result of the selection process.