



**VACANCY NOTICE
TRANSLATOR/INTERPRETER
REF. N. TI/2**



TWINNING PROJECT

MK 12 IPA AG 01 2016

“Further development of Competent Authorities’ control systems to protect the human, animal and plant health”

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:	Food and Veterinary Agency (FVA), Skopje
Estimated starting date:	mid of January 2017
Period of employment:	18 months (full time)
Closing date for applications	09 th January 2017 (24:00, GMT+1)

1. BACKGROUND

The Twinning project “Further development of Competent Authorities’ control systems to protect the human, animal and plant health” is focuses on supporting the Food and Veterinary Agency (FVA) and the Ministry of Agriculture, Forestry and Water Economy (MAFWE) in improving the capacity of the competent authorities for food safety, veterinary and phytosanitary policy for implementation of EU Acquis that are required to obtain functional market economy and the capacity to cope with competitiveness in the EU market while maintaining the consumer protection and achieving high food safety standards.





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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 languages) to foreign experts during their working missions at the involved national institutions and ensuring the translation of Project documents.

Applicants must be fluent in Macedonian, English and Italian languages 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 national staff of the beneficiary institutions, 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 (minutes of the Committees and official meetings, 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;





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- Minimum of 5 years working experience as translator/interpreter;
- Experience in consecutive and/or simultaneous interpretation from English/Italian into Macedonian language;
- 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 Italian institutions and/or EU Member States;
- Knowledge of and/or experience in the national 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 in the country, including for those related to medical and social insurance.

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, taking into account any possible prolongation of the working programme.

The remuneration consists of € 1.200,00 per month and the contract will be signed for a period of almost 18 months with a probationary period of 1 month.





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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 **09th January 2017 (24:00, GMT+1)** to the Italian Ministry of Agriculture, Food and Forestry Policies (MiPAAF).

E-mail address: g.giorgi@politicheagricole.it; paolo.pasquali@iss.it

with this specification on the subject: "SURNAME"_REF: RTA/A/1

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*) in English language 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 must be sent 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 around **13 January 2017**.

Selected candidate will sign a contract with the Italian *Mandated Body* ("Istituto Zooprofilattico Sperimentale dell'Umbria e delle Marche") in charge for the administrative and financial accounting of the project.

Please note that applications will not be returned to candidate.

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

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

