



Job Advertisement for Language Assistant to the RTA

**The European Union funded
Twinning Project “Further strengthening the capacities for effective implementation
of the acquis in the field of industrial pollution”
Ref. MK 20 IPA EN 02 22
is seeking to recruit a**

**Language Assistant to the Resident Twinning Adviser
(RTA Language Assistant)**

The Twinning Project “Further strengthening the capacities for effective implementation of the acquis in the field of industrial pollution” is a joint project between the Republic of North Macedonia, represented by the Ministry of Environment and Physical Planning and the Republic of Greece, represented by the Centre of International and European Economic Law (CIEEL).

The overall objective of the project is to further strengthening the capacities for effective implementation of the acquis in the field of industrial pollution in Republic of North Macedonia.

The project is seeking a Language Assistant to the Resident Twinning Adviser (RTA Language Assistant), whose activities include assisting the RTA with co-ordination and management of the Twinning project. The project started on the 1st of March 2023 and the duration is 20 months.

Starting date (indicative): 1 April 2023

The RTA Language assistant will be hired full time on a contract and stationed in Skopje. The RTA Language Assistant shall not have been in any contractual relation with the public sector in the Beneficiary Country, North Macedonia, during at least the 6 months preceding their hiring.

The tasks of the RTA Language Assistant include:

- Translation and interpretation on a daily basis;
- Translation of documents related to the project activities (legislation, mission reports, correspondence, Short-Term Experts’ presentations, etc.);
- Interpretation for the RTA and STEs in all meetings, workshops, seminars, conferences, etc.;
- Providing assistance in the preparation of project-related documents;



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- Taking part in the Study visits interpreting for Beneficiary institution’s participants and for the RTA;
- Providing assistance with all the office work, organising meetings, help the RTA and the RTA Assistant in everything which is necessary for the smooth operation of the project.

Requirements for the candidates:

The RTA Language Assistant will be recruited in accordance with the following selection criteria:

Required skills and experience:

- Excellent command of spoken and written Macedonian and English language;
- Knowledge of Albanian language is an asset;
- University degree;
- Previous experience in language assistance, translations and interpretations;
- Excellent organisational skills;
- Advanced usage of computer and office software packages (MS Word, Excel, etc);
- Previous working experience in EU funded projects or other international ones, work in IPA twinning is an asset;
- Knowledge of Environmental legislation terminology is an asset.

Candidates should send a copy of their CV (in Euro pass format) with a cover letter in English, by e-mail to eu.twinning.ied@gmail.com marked “RTA Language Assistant” **by ?? March 2023**. Short listed candidates will be invited for an interview in the period from ??-?? March 2023.

The following documents should be annexed in scanned versions to the application:

- Certificate on educational qualification;
- Certificate of language knowledge (if it is available);
- References from previous employer(s) if it is available.



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