



JOB ADVERTISEMENT

Interpreter

**TWINNING PROJECT NO. MK 11 IB AG 01:
“Further strengthening of AFSARD and preparing the Agency for the programming period
2014 - 2020”**

The Agency for Financial Support of Agriculture and Rural Development and the Netherlands Enterprise Agency (NEA) from the Netherlands with partners from Slovenia and Estonia intend to carry out a 21 month Twinning Project.

The project is being implemented in the framework of the Instrument for Pre-Accession Assistance (IPA), a programme funded by the European Union.

The overall objective of this Twinning project is to improve the effectiveness and efficiency of the Instrument for Pre-accession Assistance for Rural Development (IPARD). This objective will be achieved by increasing the capacity of the Paying Agency (Agency for Financial Support of Agriculture and Rural Development, AFSARD) in the implementation of accredited and to be accredited IPARD measures as well as in the preparation of accreditation of new IPARD measures.

AFSARD will host an Estonian Resident Twinning Advisor (RTA) and a team of experts for the duration of the project.

Applications are invited for the fulltime position of an Interpreter. The interpreter will work under the supervision of and report to the RTA. .

Duration: 21 months (indicative timing: from December 2015 – September 2017).

Job description

- Interpretation during missions, meetings, trainings and other project events from English to Macedonian and vice versa (also simultaneous translations);
- Translating documents, legislative texts, training materials, information materials and other written materials from English to Macedonian and vice versa;
- Drafting of written materials with relation to the project in Macedonian and English;
- Developing and maintaining close working contacts and relationships with Beneficiary Country officials involved in each of the activities and the project management;
- Assist in managing the daily office workload in close co-operation with the RTA-Assistant;
- Assist the RTA in her tasks.

Necessary Qualifications

- Be a native speaker of the Macedonian language;
- Master degree in Degree in English Language (translator);
- Excellent oral and written communication skills in English;
- A minimum of four years of professional experience
- Organizational and analytical skills, initiative;
- Flexibility and maturity of judgment;
- Willing to travel within the country (and possibly other EU Countries) to accompany Macedonian workgroup members and foreign experts;
- Ability to establish and maintain effective working relations;
- Very good computer skills and ability to operate Windows applications, Internet and e-mail.

Note that that the interpreter selected must not currently have, or have had within the last 6 months, any contractual relation with the beneficiary administration.

Additional Qualifications

The following would be an advantage:

- Knowledge on public administration Knowledge on relevant Government policies, laws, external assistance and operational structures affecting agricultural and rural policy;
- Knowledge of EU issues and institutional structures, particularly in the field of rural development;
- Experience in EU or other internationally funded projects;
- Good interpersonal skills, ability to work in a multi-cultural environment with sensitivity and respect for diversity;
- Command of spoken and written Albanian language.

Remuneration

Negotiable, subject to evaluation of skills and experience

Selection procedures:

The applications should include a motivation letter and detailed Curriculum Vitae, both in English. The applications should be sent no later than the 7th of October 2015 by e-mail to:

pille.koorberg@pmk.agri.ee (RTA) and cc to: paul.overgoor@rvo.nl (International Project Manager NEA) and hansvanek@rvo.nl (MS Project Leader, NEA)

Only short listed candidates will be notified and will be invited to attend an interview. Interviews are tentatively scheduled to take place mid October in Skopje.