



Job Announcement for **RTA Language Assistant (LA)** for **EU-Twinning Project**

BACKGROUND

The European Commission is financing the Twinning Project MK- 14 IPA OT 01 18 entitled **“Strengthening of the capacities of the Postal Agency”**. The project will be implemented by Spain through the Ministerial Department of Transport and Public Works. Deputy General Directorate on Postal System. The implementation period is 18 months starting 3rd December 2018.

The overall objective of the project is the strengthening of the Postal Agency’s capacities in line with the requirements deriving from the national legislation, as well as EU’s Postal Directive.

THE POSITION

One RTA Language Assistant (LA) is sought for EU Twinning Project MK- 14 IPA OT 01 18 entitled **“Strengthening of the capacities of the Postal Agency”** between the Beneficiary Country and Spain for 18 months.

The language assistant will be employed by FIIAPP F.S.P., the Spanish Public Organisation for the Twinning Management.

Starting Date for Employment

Immediate incorporation to be expected around mid-December 2018.

Place of Employment

Skopje. Travel inland and abroad may occur.

TASKS

- As required by RTA, perform English – Macedonian – English translation of documents relevant to the project (including legal documents).
- Draft written materials with relation to the project in English or Macedonian. Assist in preparation of administrative and technical reports and various working papers for the project activities;



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- Interpretation at working meetings as required by RTA and draft minutes of meetings accordingly.
- Assist the RTA, his counterpart, the short-term experts, and other foreign specialists involved in the project in matters related to language communication, contributing to translation efforts, when required.
- Interpreter during study visits, trainings, workshops and similar meetings that will be held within the project activities.
- As required by RTA provide general support in terms of administrative assistance, office management, record keeping, correspondence and in the general management of the project, including travel arrangements for project participants;
- Providing as required by RTA organisational and logistic support related to training, study tours and visits to the EU Member States;
- Any other activity as required by RTA suitable according to competence required.

PROFILE

Qualifications demanded

- a. Secondary school graduate.
- b. Excellent command of English and Macedonian.
- c. Ability to understand and orally communicate unambiguous ideas in both languages.
- d. Excellent drafting skills in English and in Macedonian.
- e. Ability and availability to travel with overnight stays
- f. Very good computer skills (MS Office, internet, etc)
- g. Ability to perform administrative tasks, office management, record keeping, correspondence and assist in the general management of the project and provide organisational and logistic support.

Assets

- i. University degree
- ii. Experience as interpreter English – Macedonian and v.v.
- iii. Knowledge on technical terminology used in the postal field
- iv. Previous experience in Twinning Projects as language and / or administrative assistant
- v. Experience in international technical assistance projects as language and / or administrative assistant.
- vi. Experience working with European and/or international organisations as language and / or administrative assistant.
- vii. Experience working in a team and in a multinational / multicultural environment.
- viii. Knowledge in Spanish. Fluency in oral and written Spanish will be an advantage.



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OTHER

The selected person must annually provide to FIIAPP a **tax certificate** which proves that he/she pays taxes in Macedonia and a **bank certificate** that certifies the bank account ownership.

Working hours: According to organisation timetable where office is located and, anyway, to the project scheduled activities.

Flexibility regarding working hours in the office is required. Overtime may be necessary at times.

EVALUATION GRID

Compliance with both “Qualifications demanded” and “Assets” should be shown by certification issued by the corresponding responsible organisations and / or by showing during an interview that they are met.

Evaluation will be carried out using the below grid. Appropriate means will be used to find candidates compliance with requirements and additional qualifications.

QUALIFICATIONS DEMANDED (REQUIREMENTS)	
a. Secondary school graduate	
b. Excellent command of English and Macedonian	
c. Ability to understand and orally express ideas in both languages.	
d. Excellent drafting skills in English and in Macedonian	
e. Ability and availability to travel with overnight stays	
f. Computer skills	
g. Ability to perform administrative tasks	
ASSETS EVALUATION	
i. University degree	5
ii. Experience as interpreter English–Macedonian & v.v.	20



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iii.	Knowledge on technical terminology used in the postal field	20
iv.	Previous experience in Twinning Projects as language and / or administrative assistant	15
v.	Experience in international technical assistance projects as language and / or administrative assistant.	10
vi.	Experience working with European and/or international aviation organisations as language and / or administrative assistant.	10
vii.	Experience working in a team and in a multinational / multicultural environment.	5
viii.	Knowledge in Spanish	15
Total:		100

APPLICATION

Please send your application **in English** (Europass CV format¹) via e-mail to **all of the following** email addresses: beatriz.sevilla@fiiapp.es and evapicos@yahoo.es indicating **“Application RTA Language Assistant”** as the subject of the email. Please include an email and a telephone contact number in the application.

All applications received with no reference of the post, in a different CV format than the EU Europass format and in another language different from English will automatically be rejected.

Deadline for submission: 5th December 2018 at 12:00h (Spain)

All applications received later than this time will not be taken into consideration.

¹ Europass CV format can be found here:

<https://europass.cedefop.europa.eu/documents/curriculum-vitae/templates-instructions/templates/doc>



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Short-listed candidates will be invited for an interview around 6th and 7th December 2018 in Skopje (exact date and place to be confirmed to each shortlisted participant by email).

NOTE: The selected candidates shall not have been in any contractual relation with the Beneficiary administration during at least the 6 months preceding their hiring.

Please note that "Beneficiary administration" should be understood as the public administration of the Beneficiary country in general, not just one particular body.

Interviews will be carried out in English.



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