



The IPA 2014 Twinning Project

"Strengthening of the penitentiary system and the probation service"
(MK 14 IPA JH 02 18)

RTA Language Assistant (ref.002)

The Twinning Project "Strengthening of the penitentiary system and the probation service" is a joint project between the Beneficiary Country, Federal Republic of Germany and Nederland, represented by the Directorate for execution of sanctions, the German Foundation for International Legal Cooperation (IRZ) and the Center for International Legal Cooperation (CILC).

The overall objective of the project is to advance the effectiveness and efficiency of the penitentiary system and development of the effective and sustainable probation service with respect for human rights and dignity of persons deprived of liberty in Penitentiary institutions (PIs) and Correctional-Educational Institutions (CEIs), as well as persons serving probation measures, which will contribute to improving the overall safety in society.

The project is seeking a **Language Assistant** to the Resident Twinning Adviser (**RTA Language Assistant**) for the next 21 months starting as soon as possible, preferably in September 2018. The RTA Language Assistant will be employed full time and stationed **in Skopje**.

The RTA Language Assistant may not have or recently (past 6 months) have had any contractual relation with the beneficiary administration that is the Ministry of Justice of the Beneficiary Country.

Main task:

To provide daily interpretation and translation of project documentation as well as administrative and organisational support to the Resident Twinning Advisor (RTA) and the short-term experts.

Profile:

- Macedonian native speaker with outstanding English language skills; knowledge of German would be an asset
- Experience in translation and simultaneous interpretation
- University degree preferably in Linguistics with relation to Public Administration, Law or Management
- Experience in EU and/or other internationally funded projects
- Knowledge of public administration and of legal and judicial issues is an asset
- Excellent knowledge of MS Word, Excel, PowerPoint and very good internet skills
- Great deal of diplomacy and tact in an international setting



This project is funded by the European Union



- Strong organisational skills and ability to work autonomously as well as in a team

Tasks:

- Translation of project documentation from English into Macedonian and vice versa as well as providing simultaneous interpretation to the RTA and the project team
- Interpretation during meetings, seminars, conferences and workshops, and during other oral conversations from English to Macedonian and vice versa
- Translation of documents, regulations, training materials, information materials and other written material from English into Macedonian and vice versa
- Day-to-day administrative support to the Resident Twinning Advisor (RTA) in overall project management, correspondence, arranging meetings, etc.
- Support to the RTA in various technical tasks such as organisation of the assignments of the project experts

Expected start ad duration of assignment: September 2018 (depending on the notification of the project start by the EU) for 21 months

In case of interest, please send your cover letter and resume in English in Europass format to the following e-mail addresses tadic@irz.de and axel.briemle@t-online.de with reference to the position RTA Language Assistant (ref. 002) before **07.09.2018**.

We reserve our right to contact only short-listed candidates. Interviews are expected to take place around **in the week from 10th to 14th of September** in Skopje.

Legal nature of the contract:

Independent activity based on a service contract. The provider should therefore be registered as a service provider and have a fiscal registration number (i.e. MB, PIB) and will be responsible of the payment of all taxes, and insurances policies in relation with his activity.

