



**TWINNING PROJECT
MK 24 IPA AG 01 24**

“Strengthening the national phytosanitary system”

Job Vacancy Announcement for:

Resident Twinning Adviser's Language Assistant

Post reference number:	RTA/LA/2
Place of work:	Ministry of Agriculture, Forestry and Water Economy - Phytosanitary Directorate 2, Leninova 1000 Skopje Republic of North Macedonia
Estimated starting date:	15 th September 2025
Period of employment:	27,5 months (full time)
Closing date for applications	Friday, 29 th August 2025 (24:00, GMT+1)

1. BACKGROUND

This EU funded Twinning Project MK 24 IPA AG 01 24 is under implementation of the consortium formed by:

- Ministry of Agriculture, Food Sovereignty and Forests (MASAF) of Italy (Leader Partner)
- Informest, Italy (Project Mandated Body)
- Ministry of Rural Development and Food (MRDF) of Greece (Junior Partner)



This Project is funded by the European Union





- Ministry of Agriculture, Forestry and Fisheries (MAFF) of Croatia (Junior Partner)

The Beneficiary administration is the Ministry of Agriculture, Forestry and Water Economy (MAFWE) – Phytosanitary Directorate of the Republic of North Macedonia.

The objective of the project is to protect the human, animal, plant and the environment through improvement of the National plant protection system, for proper implementation of the policy and legislation in line with the *acquis*.

2. DUTIES

The role of the Resident Twinning Adviser's Language Assistant (RTA LA) will be to ensure a daily support to the Resident Twinning Adviser (RTA) in the implementation of the Twinning project by providing interpretation services (Macedonian, English and, if needed, Italian languages) to the project experts (including via videoconferencing tools*) and ensuring the translation (Macedonian, English and, if needed, Italian languages) of the Twinning project relevant documentation.

Applicants must be fluent in Macedonian and English 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.

The Resident Twinning Adviser's Language Assistant will be responsible for:

- providing interpretation services to project experts during their weekly working missions to North Macedonia and possibly, any online/remote* activities through conferencing platforms, assisting the small coaching sessions provided to selected staff of the Macedonian beneficiary institutions, facilitating the exchange of information and data between local and international counterparts involved in the project; providing consecutive interpretation during training sessions and seminars, in accordance with the project working plans;
- daily support for translation, drafting and editing of project documentation (minutes of meetings, training materials, information materials, regulations, power point presentations, etc.) from Macedonian to English and vice versa.
- assistance to RTA in relations with public offices relevant for the project and with all project stakeholders to contribute to development of the Twinning project communication strategy;

* In operationally justified cases, and in agreement with the Contracting Authority, there may be activities implemented by short-term experts from the Member State via videoconferencing tools (4.1.7 of the Twinning Manual rev. 2017, updated 2022).





- possible, supporting the RTA Assistant in administrative tasks during implementation of Twinning project or other assignments requested by RTA and/or Informest - Mandated Body with reference to Twinning Manual.

3. QUALIFICATIONS AND EXPERIENCE REQUIRED

The candidate is expected to be a hard-working individual with excellent written and oral communication skills and the ability to work closely with the Project Leader (PL), the RTA and the team of experts.

The RTA Language Assistant shall not have been in any contractual relation with the Beneficiary Country public sector during at least the 6 months preceding their hiring.

To be eligible, the applicant must have:

- University degree in foreign languages or equivalent qualification in translation/interpreting;
- Fluency in Macedonian and English languages;
- Minimum 3 years of general working experience;
- Minimum 3 years of experience in consecutive and/or simultaneous interpretation from English to Macedonian and vice versa;
- Excellent communication and interpersonal skills;
- Excellent team working abilities is essential together with an innate diplomacy;
- Strong sense of initiative and responsibility;
- Ability to cooperate smoothly in the multicultural environment.

The following criteria will be considered an asset:

- Good knowledge of the Italian language;
- Experience as an interpreter/translator in former IPA/ENI funded Twinning projects;
- Experience as an interpreter/translator in other EU and/or international donors funded projects;
- Working and/or studying experiences at the EU Institutions and/or EU Member States;
- Knowledge of the public administration in the field of agriculture and rural development in North Macedonia;



This Project is funded by the European Union





- Knowledge of the EU policies and Institutions;
- Good computer skills, including MS applications (Word, Excel, Outlook and Power Point);
- Good command of social media, conferencing platform, cloud storage and backup services etc.;
- Knowledge of the Twinning Manual (please check the latest updated version at: https://enlargement.ec.europa.eu/system/files/2022-10/Twinning_manual_2017_update_2022_EN.pdf).

4. CONDITIONS OF EMPLOYMENT

The RTA Language Assistant 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 will be full time and the specific contract will run from the date of the signature throughout the period of implementation of the Twinning Contract.

Working hours will be as those that are in force at the Beneficiary administration.

All the contractual aspect will be discussed directly with the Italian agency “Informest”, the selected Mandate Body for the administrative and financial management of the project.

5. APPLICATION AND SELECTION PROCEDURES

Qualified candidates should send their applications for the above-mentioned position, duly completed in English, not later than **Friday, 29th August 2025 (24:00, GMT+1)** to the following email addresses:

- ✓ phytotwinningmk@gmail.com (project's email)
- ✓ g.giorgi@masaf.gov.it (Twinning back-office at the MASAF)
- ✓ lia.gover@informest.it (Mandated Body for the administrative and financial management of the project)

Please specify your surname and the position reference in the subject of the email as follows:
“SURNAME” REF: RTA/LA/2”

Your application, in English language, must include:



This Project is funded by the European Union





- letter of intention, signed by the applicant, explaining the compliance with the eligibility criteria for the specified position;
- CV (Europass format[†]) in English language with a detailed description of professional experience and education (with exact dates);
- Copies of supporting documents (University degree(s), reference letters and certificates in the original language and, if available, in English).

All documents are to be sent once in .PDF format.

Incomplete applications or those submitted after the above indicated deadline will not be considered eligible.

Only applicants selected for the interview will be notified.

At least three (3) short-listed candidates will be invited to attend for a 30-minute cognitive interview, to be held in presence. It will be consisted of verification of the characteristics expressed by the candidate in the candidate's CV and the translation of a text inherent to the subject of the twinning project from English to Macedonian and vice versa.

The interview will take place **between 10 and 11 September 2025**. Once the administrative procedure is completed, the selected candidate will be informed on the expected start of the engagement. Tentatively, it may be on **15th September 2025**.

Selected candidate will sign a contract with **Informest**, Cadorna Street, n. 36, 34170 Gorizia (Italy), as the Italian selected "Mandated Body" in charge for the administrative and financial accounting of the project.

Applications will not be returned to the candidates.

[†]Available at: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

