

EU Support for Rule of Law - Republic of North Macedonia

Vacancy Notice

Translator/Office Assistant (part-time engagement) to the Component Leader on Protection of Fundamental Rights for the grant contract "EU Support for Rule of Law"

Contractor: Ludwig Boltzmann Institute of Fundamental and Human Rights

Location: Skopje, North Macedonia

Type: part-time engagement (50%)

Expected start: 20.9.2022

Expected duration: eighteen months, September 2022 – January 2024

BACKGROUND

The Project "EU Support for Rule of Law" is EU-funded project implemented by the Austrian Agency for European Integration and Economic Development (AEI), the Ministry of Justice and Public Administration of Croatia, the Federal Ministry of Interior of Austria, and the Ludwig Boltzmann Institute of Human Rights. The overall objective of the project is to strengthen the rule of law in North Macedonia, specifically:

- (1) to improve the capacities of justice institutions to deliver justice in a transparent and accountable manner;
- (2) to strengthen the capacities to effectively implement modern investigation techniques in fighting organized crime;
- (3) to improve the prevention and fight against corruption;
- (4) to enhance the protection of fundamental rights and strengthen the uptake of alternative means to detention.

ROLES AND RESPONSIBILITIES

- Support the Component Leader (Component 4: Enhanced protection of fundamental rights and stronger uptake of alternative means to detention) in his daily tasks. Provide office management services, organize workshops and training seminars and provide assistance to the expert team in organisational and administrative matters relating to their working in North Macedonia.
- Interpret from English to Macedonian and vice versa, at meetings and other oral conversations.
- Translate documents, regulations, training materials, information materials and other written materials from Macedonian to English and English to Macedonian.
- Draft written materials in relation to the project in Macedonian and English.

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NECESSARY QUALIFICATIONS

- Professional oral and written fluency in English and Macedonian; good knowledge of Albanian would be an advantage
- Very good communication skills and networking abilities
- Very good organisational and office administration skills
- Autonomous, organized and diligent working style, with a good sense of priorities
- Basic knowledge of the political, legal and administrative situation in North Macedonia and of EU institutions and policies.
- Genuine interest in human rights issues
- Very good computer skills (MS Office, Word, Excel, Internet)
- Good capability to manage multicultural environment
- He/She shall be able to act with discretion and have good presentation skills and excellent manners.

CONTRACT AND REMUNERATION

The contract will cover services for 18 months of project implementation.

The selected assistant will sign a service provider contract with the Ludwig Boltzmann Institute of Fundamental and Human Rights (gmr.lbg.ac.at) and must have a status of self-employed. It will be his/her sole responsibility to comply with all legal requirements for self-employment as well as to cover all related taxes and charges.

The remuneration payment will be done according to the grant contract.

SUBMISSION OF APPLICATIONS

Applications must be sent to dieter.schindlauer@rol.mk by 7.9.2022, indicating "Translator/Office Assistant Component 4" in the subject and including a Europass format CV in English language and a motivation letter. Please state (in both your e-mail and cover letter) where you discovered this job posting. Applications sent after the deadline or incomplete applications will not be taken into consideration. Only short-listed candidates will be invited for a personal interview.

IMPORTANT NOTICE

The translator/office assistant shall not have been in any contractual relation with the public administration of the Republic of North Macedonia at least the 6 months preceding their hiring.