Instrument for Pre-Accession Assistance (IPA) Component IV – Human Resources Development

Twinning Light Project “Support to the modernization of the system for post-secondary education” (MK 13 IPA SO 01 15 TWL)

is seeking to recruit: **PROJECT ASSISTANT AND TRANSLATOR/INTERPRETER (full time work)**

The purpose of the project is to support the reform process of post-secondary education by updating the strategic documents and relevant legislation in the field including its institutional and organizational set up. Duration of the project: 6 months (from September 2016 until March 2017).

**Starting date: 1st January 2017**
Duration of work at the position: 2 months (from 1st January 2017 until 28th February 2017)
Position is based in: Skopje.
Working time: full time work.

**Project assistant and translator/interpreter:**

**Qualifications:**
- Excellent command of spoken and written English and Macedonian language;
- University degree in social sciences or relevant field or English Language and literature;
- Previous experience in language assistance, translations or interpretations;
- Previous experience in office management;
- Excellent organisational skills;
- Ability to establish and maintain effective working relations;
- Advanced usage of computer and office software packages (MS Word, Excel, Power Point, etc);
- Ability to work under pressure and be able to prioritize.

**Additional Qualifications which would be considered as advantage:**
- Knowledge of relevant Government policies, laws, external assistance and operational structures affecting the education sector;
- Knowledge on public administration and especially being familiar with the Ministry of Education and Science;
- Previous working experience in IPA Twinning projects or other EU funded projects;
- Experience with education and/or vocational education terminology use.

**Job description:**
- Act as a **project assistant** in all activities of the Project;
- Assisting to the Project Leaders and Short-Term Experts (STEs) in organization of experts’ missions, trainings, seminars, workshops, steering committee meetings, and other project events in cooperation with partners of the Beneficiary Country (BC);
- Drafting and editing minutes of meetings,
- Drafting of written materials in English and Macedonian;
- Overall management of the office administration, including organizing trainings, expert missions, general desk office work etc.;
• Maintenance and reconciliation of project’s basic budget accounting records, archiving of financial documentation (invoices, etc.);
• Developing and maintaining close working contacts and relationships with Beneficiary Country and Member State (MS) Country officials involved in each of the activities and the project management;
• Assisting to the MS Project Leader in drafting and editing quarterly and final project reports and any other relevant documents;
• Office management, monitoring telephone and general correspondence;
• Act as a language assistant (translator/interpreter) to the Short Term Experts during their visits;
• Translation of written materials (documents, training materials, information materials and other written materials) for the project from English to Macedonian and vice versa, when needed;
• Interpretation during missions, meetings, workshops, seminars, trainings and other project events, when needed;
• Verify accuracy and consistency of presentations and translations.

Interested candidates are requested to submit their CV and a letter of application in English via e-mail to the following address: a.poczmanska@ibe.edu.pl by 22nd of December 2016 by 12:00 p.m.

Selected candidates will sign a contract with the Educational Research Institute of the Republic of Poland and shall provide a tax certificate which proofs that he/she pays taxes on the remuneration.

The above mentioned Twinning Light project is funded by the European Union and is being implemented by the Educational Research Institute of the Republic of Poland in cooperation with the Ministry of Education and Science in Skopje.