



Instrument for Pre-accession Assistance (IPA) - National Programme for 2012 under the IPA Transition Assistance and Institution Building Component (TAIB)

Twinning Project “Further development and strengthening of the organizational, administrative and technical capacities of the Audit Authority”

Reference Number: MK 12 IPA FI 02 15

is seeking to recruit:

1) A full-time assistant to the RTA (Resident Twinning Advisor), and

2) A full-time translator / interpreter for the project

The objective of the project is to Further develop and strengthen the organizational, administrative and technical capacities of the Audit Authority for Audit of Instrument for Pre-Accession Assistance.

Duration of the project: 16 months (indicative starting date: first half of May 2016).

The position of RTA assistant is for the whole duration of the project;

The position of full-time translator / interpreter is for 12 months from the start of the project, with an option to extend the contract for maximum another 4 months (till end of the project).

Positions are based in: The Audit Authority for Audit of Instrument for Pre-Accession Assistance, Vasil Glavinov 12/1, TCC Plaza, 1000 Skopje

Starting date: preferably at the starting date of the project.

1. Assistant to the RTA (Resident Twinning Advisor)

Qualifications:

- Excellent command of spoken and written English language;
- University degree in a relevant field;
- Previous experience in office management;
- Excellent organizational and analytical skills;
- Ability to establish and maintain effective working relations;
- Advanced usage of computer and office software packages (MS Word, Excel, Power point, etc);
- Knowledge on public administration and especially being familiar with EU funds
- Ability to work under pressure and be able to prioritize.

Additional qualifications which would be considered an advantage:

- Knowledge of relevant government policies, laws, external (EU) assistance and operational structures;
- Good knowledge of other languages
- Previous working experience in IPA twinning projects or other EU funded projects;
- Experience with audit terminology use;
- Drivers license B.



This project is financed by the European Union

Job description:

- Act as a principal assistant to the RTA (in all activities of the Project);
- Assisting the RTA in organization of experts' missions, trainings, seminars, workshops, steering committee meetings, and other project events;
- Arrangement of travel, booking accommodation and organization of study visits;
- Drafting of written materials when needed;
- Overall management of the office administration, including filling, organizing trainings, expert missions, local travels, general desk office work etc.;
- Maintenance and reconciliation of project's basic budget accounting records (project journal, mission certificates, mission reports, financial reports), archiving of financial documentation (invoices, etc.);
- Procurement and management of office supplies;
- Organization of meetings in cooperation with partners of the Beneficiary Country and Member State Countries, preparing meeting agenda and taking minutes;
- Developing and maintaining close working contacts and relationships with Beneficiary Country and Member State Countries officials involved in each of the activities and the project management; ;
- Drafting and editing minutes of meetings, assisting to the RTA in drafting and editing monthly, quarterly and final project reports and any other relevant documents;
- Office management, monitoring telephone and general correspondence;
- Keeping the internet site of the project up-to-date.

Note: in exceptional cases the RTA assistant might be required to work outside of regular office hours.

2. Full-time translator / interpreter**Qualifications:**

- Excellent command of spoken and written English and Macedonian language;
- University degree in English Language and literature (translator/interpreter);
- Previous experience in language assistance, translations and interpretations;
- Excellent organizational skills;
- Ability to establish and maintain effective working relations;
- Advanced usage of computer and office software packages (MS Word, Excel, Power point, etc).

Additional Qualifications which would be considered an advantage:

- Previous working experience in IPA twinning projects or other EU funded projects;
- Good knowledge of other languages
- Experience with audit terminology use;
- Driver's license B

Job description:

- Act as a language assistant to the RTA and assisting short term experts during their visits;
- Translation of written materials (documents, legislative texts, training materials, information materials and other written materials) for the project from English to Macedonian and vice versa;
- Edit Quarterly Project Reports and other official Project publications;
- Drafting of minutes of meetings and written materials with relation to the project in Macedonian and English;
- Interpretation and translation during missions, meetings, workshops, seminars, trainings and other project events;
- Verify accuracy and consistency of presentations and translations of technical material from English into Macedonian (and vice versa) when needed
- Developing and maintaining close working contacts and relationships with Beneficiary Country and Member State Countries officials involved in each of the activities and the



- project management;
- Close cooperation with the RTA and RTA assistant to manage daily workload.

Note: in exceptional cases the language assistant might be required to work outside of regular office hours.

Interested candidates are requested to submit their CV and a letter of application in English via e-mail the latest by 1st April 2016 12:00 p.m., to

Resident Twinning Adviser, Mr. Harry L. Jansen, email h.l.jansen@minfin.nl

Please indicate for which of the two positions the application is submitted when applying.

Shortlisted candidates only will be invited to attend an interview.
Provisional planning of the interviews is the week of April 11th to April 15th 2016.

Selected candidates will sign a contract with the Central Audit Service of the Ministry of Finance of the Netherlands

The above mentioned Twinning project is funded by the European Union and will be implemented by the Central Audit Service of the Ministry of Finance of the Netherlands, the Audit Authority (ARPA) of the Republic of Croatia and in cooperation with the Audit Authority for Audit of the Instrument for Pre-Accession Assistance.

