

VACANCY NOTICE

Office Assistant/Interpreter to the Component Leader on justice institutions for the grant contract “EU Support for Rule of Law”

Component:	Component 1: Improve the capacities of justice institutions to deliver justice in transparent and accountable manner
Place of work:	Skopje, Republic of North Macedonia
Contractor:	Center for International Legal Cooperation
Expected duration:	21 months (100%)
Expected start:	March 2025

BACKGROUND

The European Union grant-funded project “EU Support for Rule of Law” in the Republic of North Macedonia is looking for a second Office Assistant/Interpreter to work as part of the implementation team.

The Overall Objective of the project is to strengthen the rule of law in North Macedonia. The project has four specific objectives: 1. To improve the capacities of justice institutions to deliver justice in 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, and 4. To enhance the protection of fundamental rights.

The main responsibility of the Office Assistant/Interpreter is to provide administrative, logistic, reporting and interpreting/translating support to the members of Component 1 for the successful implementation of the project’s activities.

The Office Assistant/Interpreter will be deployed full time and will work together with the Component Leader for C1, the Team Leader of the Project, the other Office/Interpreter for C1, CILC’s Project Manager and Senior Project Manager, Long-term, mid-term and short-term experts, representatives from the donor institution and representatives from the beneficiary institutions.

ROLES AND RESPONSIBILITIES

- Provide administrative, logistical and linguistic support to the Component Leader and the rest of the Component members in their daily tasks, including but not limited to, reporting about activities; making travel arrangements; expert deployment, record keeping, as well as translating and interpreting to/from English and Macedonian;
- Support the deployment of Short-Term Experts;
- Provide office management services, organise workshops, trainings, seminars, and provide assistance to the expert team in organisational and administrative matters relating to their working in North Macedonia;
- Provide interpretation from English to Macedonian and vice versa at project related events and meetings;
- Translate documents regulations, training materials, information materials and other written materials from English to Macedonian and vice versa;
- Draft written materials to support the implementation of the project in Macedonian and English;
- Support the Component Leader to gather the inputs from the C1 experts, complete and review the reports included in the contractual obligations of the project;
- When necessary, provide support to the second Office Assistant/Interpreter for Component 1.

GENERAL REQUIREMENTS

- Degree in Law, Political Sciences or another relevant discipline; or at least three years of proven professional experience in a similar position;
- (Very) good knowledge of the political, legal and administrative situation in North Macedonia and of EU institutions and policies;
- Demonstrated high level of professionalism and ability to work in a team, in a complex environment and under tight deadlines;
- Professional oral and written communication in English and Macedonian; good knowledge of Albanian would be an advantage;
- Autonomous, organized and diligent working style.

SPECIFIC REQUIREMENTS

- Excellent inter-personal, communication and networking skills;
- Excellent organizational and office management skills, including the ability to prioritize tasks.

- Very good computer skills (MS Office, Word, Excel, Communication platforms);
- Ability to work in a multi-cultural environment;
- Ability to act with discretion and have good presentation skills and excellent manners;
- Project management skills will be considered an advantage.

CONTRACT AND REMUNERATION

The contract will cover services for at least 23 months of project implementation, with the initial contracting period of 6 months (probation period), automatically renewed and extended in case of a good performance.

The Office Assistant/Interpreter will sign a service provider contract with the Center for International Legal Cooperation 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 in accordance with the grant contract.

SUBMISSION OF APPLICATIONS

Applications must be sent in English (including a CV in Europass format and a motivation letter) via email to Diana Navarrete (navarrete@cilc.nl) indicating "Office Assistant/Interpreter Component 1" in the subject line.

Application submission deadline: 21st of February 2025

Applications sent after the deadline or incomplete applications will not be taken into consideration. Only short-listed candidates will be invited for an interview.

IMPORTANT NOTICE

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