

VACANCY NOTICE

Translator / Office Assistant

to the Component Leader 4 on Protection of Fundamental Rights

for the grant contract “EU Support for Rule of Law”

Component:	Component 4: Enhance the protection of fundamental rights and strengthen the uptake of alternative means to detention.
Place of work:	Skopje, North Macedonia
Contractor:	Ludwig Boltzmann Institute of Fundamental and Human Rights
Expected duration:	26 months with a possible extension of 6 months
Expected start:	End of February/beginning of March 2024

BACKGROUND

The Translator / Office Assistant will work as part of the implementation team for the European Union grant-funded project “EU Support for Rule of Law” in North Macedonia.

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.

ROLES AND RESPONSIBILITIES

- Support the Component Leader (Component 4: Enhanced protection of fundamental rights and stronger uptake of alternative means to detention) in her daily tasks, including communicating with beneficiaries, organising expert deployment, supporting the documentation of project



activities, keeping the project monitoring tools updated as well as providing office management services.

- Support the Component Leader and a team of experts in planning and organising workshops and training activities. This includes drafting cost estimates for workshops/training activities, communicating / negotiating with service providers (hotels, interpreters, etc.), collecting invoices and supporting the invoice workflow. Monitor the relevant budget lines for events and related costs.
- Provide assistance to the team of experts 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 E-Mails to beneficiaries and relevant stakeholders in Macedonian and English.

REQUIREMENTS

- University degree or at least two years professional experience in a similar position in international affairs, governance, development, security studies, translation and interpreting studies or a related field;
- Very good knowledge of the political, legal and administrative situation in North Macedonia and of EU institutions and policies;
- 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;
- Experience with budgeting and billing;
- Autonomous, organised and diligent working style, with a good sense for priorities;
- Genuine interest for human rights issues;
- Very good computer skills (MS Office, Word, Excel, Internet);
- Good capability to manage a multi-cultural environment;
- Ability to act with discretion, have good presentation skills and excellent manners.

CONTRACT AND REMUNERATION

The contract will cover services for 26 months with a possible extension of 6 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 barbara.liegl@univie.ac.at by 06.02.2024, indicating “Translator/Office Assistant Component 4” in the subject line and including a cover letter and CV in Europass format in English language. 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.

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