



## Job Announcement for Assistant-translators to Resident Twinning Advisor (RTA) for EU-Twinning Project

Two RTA Assistant-translators are sought for EU Twinning Project MK-12-IB-FI-01 entitled **“Further harmonization with the EU in the field of insurance and increase of market operations”** between the Beneficiary Country and Spain for 18 months.

### Background

The European Commission is financing a Twinning Project with the Ministry of Finance and the Insurance Supervision Agency as beneficiaries. The project will be implemented by Spain through the Insurance and Pension Funds Supervisory Authority.

The overall objective of the project is the further alignment of the national legislation with the *EU acquis* in the area of insurance, as well as strengthening the administrative and operational capacity in the process of fulfilling the EU standard in these areas.

One Resident Twinning Advisor (RTA) will reside in Skopje during the project’s implementation period. EU Member State short term experts (STEs) will travel to Skopje for short missions throughout the project period.

### Starting Date for provision of services

Upon start of the implementation of the Twinning Contract, expected to be around. January 2016.

### Place

Skopje

### Tasks

- General support to the RTA in terms of office management, document and record keeping, correspondence, and filing;
- Provide administrative assistance for the Twinning Project, coordinating with the FIIAPP’s management team in Spain;
- Assist the RTA in planning the visits of the Short-term experts (travel, accommodation, residence and work in the BC country, accompany MS experts on field missions within the BC country);
- Organisation of trainings, expert missions, study visits, meetings. Including room reservation and other logistic support;
- Attendance at meetings and drafting of minutes;
- Drafting of written materials with relation to the project in the BC country and MS languages;
- Elaboration of programs for short term experts and other foreign specialists with relation to the project;
- Interpretation from English into Macedonian and vice versa during the courses, trainings, workshops and similar meetings that will be held within the project activities in addition to the professional interpretation.
- Provide satisfactory translation of documents and interpretation for the RTA and his counterpart and short-term experts, in cases where separate arrangements for translation or interpretation cannot be made;



- Assist the RTA, his counterpart, the short term experts, and other foreign specialists involved in the project in matters related to language problems or other problems due to being and working in a foreign country;
- Translating documents, regulations, training materials, information materials and other written material from English into Macedonian and vice versa;

This list is not exclusive of other possible tasks.

#### Qualifications demanded

- University degree
- Excellent command of English and Macedonian, including mastering technical terminology used in the project;
- Excellent drafting skills in English and in Macedonian and ability to elaborate documents;
- Sufficient administrative skills and organizing skills
- Ability to work in a multinational environment;
- Experience in cooperation with international technical assistance projects and/or with European or international organisations is an asset.
- Proficient computer skills (including Microsoft Office applications and Internet)
- Good social and communication skills
- Patience and flexibility.

#### Assets

- Previous experience in Twinning or projects funded by the European Union will be an asset.
- Good oral and written command of Spanish will be an asset.
- Knowledge of Macedonian Public Administration and the European Commission will be an asset
- Knowledge on Microsoft Project will be an asset.
- Preferably basic knowledge of EU institutions.

#### Remuneration

Contract services will be signed for 18 months.

FIIAPP (the Spanish institution responsible of the management of the TW) will be the Contracting Authority

The selected person must provide to FIIAPP a tax certificate that proves he/she pays taxes in his/her country of residence.



### How to Apply

Please send your application **in English** (European format CV<sup>1</sup>) via e-mail to **all of the following** email addresses: [bsevilla@fiiapp.org](mailto:bsevilla@fiiapp.org) **and** [victor.garcia@mineco.es](mailto:victor.garcia@mineco.es) indicating **“RTAA-LA job application”** on the subject line of the email. Please include an email and a telephone contact number in the application.

**All applications received with no reference of the post or in another language different from English or in any other format different from the European Format CV will automatically be rejected.**

**Deadline for submissions: 30<sup>th</sup> October 2015 at 12:00h (Spain)**

**All applications received later than this time will be not taken in consideration.**

Short-listed candidates will be invited for an interview between the 3<sup>rd</sup> and 4<sup>th</sup> of November 2015 in Skopje (exact date, hour and place to be confirmed to each shortlisted participant).

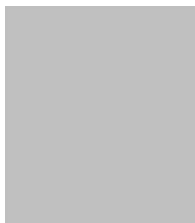
**NOTE:** Twinning Manual foresees that the chosen assistant is not a civil servant or agent of the beneficiary (past 6 months) nor is on leave from the beneficiary to take up the position of the project assistant.

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<sup>1</sup> Please use Europass CV format (Annex I) below.

## ANNEX I – EUROPASS CV TEMPLATE

### PERSONAL INFORMATION



Replace with First name(s) Surname(s)

[All CV headings are optional. Remove any empty headings.]

Replace with house number, street name, city, postcode, country

Replace with telephone number Replace with mobile number

State e-mail address

State personal website(s)

Replace with type of IM service Replace with messaging account(s)

Sex Enter sex | Date of birth dd/mm/yyyy | Nationality Enter nationality/-ies

### JOB APPLIED FOR POSITION PREFERRED JOB STUDIES APPLIED FOR

Replace with job applied for / position / preferred job / studies applied for (delete non relevant headings in left column)

### WORK EXPERIENCE

[Add separate entries for each experience. Start from the most recent.]

Replace with dates (from - to)

Replace with occupation or position held

Replace with employer's name and locality (if relevant, full address and website)

▪ Replace with main activities and responsibilities

Business or sector Replace with type of business or sector

### EDUCATION AND TRAINING

[Add separate entries for each course. Start from the most recent.]

Replace with dates (from - to)

Replace with qualification awarded

Replace with EQF  
(or other) level if  
relevant

Replace with education or training organisation's name and locality (if relevant, country)

▪ Replace with a list of principal subjects covered or skills acquired

### PERSONAL SKILLS

[Remove any headings left empty.]

Mother tongue(s)

Replace with mother tongue(s)

Other language(s)

Replace with language

Replace with language

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
Enter level	Enter level	Enter level	Enter level	Enter level
Replace with name of language certificate. Enter level if known.				
Enter level	Enter level	Enter level	Enter level	Enter level
Replace with name of language certificate. Enter level if known.				

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user  
Common European Framework of Reference for Languages

Communication skills

Replace with your communication skills. Specify in what context they were acquired. Example:

▪ good communication skills gained through my experience as sales manager

- Organisational / managerial skills** Replace with your organisational / managerial skills. Specify in what context they were acquired.  
Example:  
▪ leadership (currently responsible for a team of 10 people)
- Job-related skills** Replace with any job-related skills not listed elsewhere. Specify in what context they were acquired.  
Example:  
▪ good command of quality control processes (currently responsible for quality audit)
- Computer skills** Replace with your computer skills. Specify in what context they were acquired. Example:  
▪ good command of Microsoft Office™ tools
- Other skills** Replace with other relevant skills not already mentioned. Specify in what context they were acquired.  
Example:  
▪ carpentry
- Driving licence** Replace with driving licence category/-ies. Example:  
▪ B

#### ADDITIONAL INFORMATION

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- Publications** Replace with relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references. Remove headings not relevant in the left column.  
Example of publication:  
▪ How to write a successful CV, New Associated Publishers, London, 2002.
- Presentations** Example of project:  
▪ Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012).
- Projects**
- Conferences**
- Seminars**
- Honours and awards**
- Memberships**
- References**

#### ANNEXES

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- Replace with list of documents annexed to your CV. Examples:  
▪ copies of degrees and qualifications;  
▪ testimonial of employment or work placement;  
▪ publications or research.