

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

<b>Component:</b>	Component 1: Improve the capacities of justice institutions to deliver justice in a transparent and accountable manner
<b>Place of work:</b>	Skopje, North Macedonia
<b>Contractor:</b>	Center for International Legal Cooperation
<b>Expected duration:</b>	36 months (100%), with possible extension of 6 months
<b>Expected start:</b>	June 2023

**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**

- Provide administrative and logical support to the Component Leader (Component 1: Improve the capacities of justice institutions to deliver justice in transparent and accountable manner) in his daily tasks, including but not limited to reporting about activities; making travel arrangements; expert deployment and record keeping. 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.
- Interpret from English to Macedonian and vice versa, at meetings and other conversations.
- Translate documents, regulations, training materials, information materials and other written materials from English to Macedonian and vice versa.
- Draft written materials with relation to the project in Macedonian and English.

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This project is funded by the European Union



**REQUIREMENTS**

- Degree in Law, political science or another relevant discipline; **or** at least two years professional experience in a similar position in international affairs, governance, development, security studies, or 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;
- Autonomous, organised and diligent working style, with a good sense for priorities;
- Genuine interest in 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 and have good presentation skills and excellent manners.

**CONTRACT AND REMUNERATION**

The contract will cover services for at least 36 months of project implementation, with the initial contracting period of 6 months, automatically renewed and extended in case of good functioning.

The selected assistant 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 according to the grant contract.

**SUBMISSION OF APPLICATIONS**

Applications must be sent to Joëlle van 't Wout ([vantwout@cilc.nl](mailto:vantwout@cilc.nl)) by 29.05.2023, indicating "Translator/Office Assistant Component 1" in the subject line and including a 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 assistant shall not have been in any contractual relation with the public administration of the Republic of North Macedonia at least 6 months preceding his/her hiring.

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