



Twinning Project:

STRENGTHENING THE CAPACITY OF THE ALBANIAN ROAD AUTHORITY IN APPLYING GOOD GOVERNANCE PRACTICES FOR PLANNING, MANAGING, PROCURING, IMPLEMENTING AND MAINTAINING ROAD INVESTMENTS

TWINNING REFCE NUMBER: AL 16 IPA TR 01 19

PUBLICATION NOTICE REFERENCE: EuropeAid/164539/DD/ACT/AL

is seeking to recruit:

Full-time translator / interpreter

The objective of the project is to enhance capacities of the specific objective of this Project is to strengthen the Albanian Road Authority (Autoriteti RRugor Shqiptar) capacity and its staff competences in their role as the main executive agency for planning and management of investments and maintenance of Albanian national road network in sustainable and effective way and in line with the EU standards and EU best practices, also helping ARA to develop into a self-financing institution.

Duration: 23 months (date: from November 2019 until October 2021).

Contract type: fixed term service contract

The location : positions are based in:

Albanian Road Authority (Autoriteti RRugor Shqiptar)

Rruga Sami Frasheri 33, Tirana (Blloku area), Albania

Starting date: as soon as possible.

This position will report directly and will be supervised by the RTA.

Requirements/Candidate profile:

- ✓ Excellent command of spoken and written English and Albanian language;
- ✓ University degree in English Language and literature (translator/interpreter);
- ✓ Previous experience in language assistance, translations and interpretations;
- ✓ Excellent organizational and communication 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 as advantage:

- Previous working experience in twinning projects or other EU funded projects;
- Knowledge of Polish language can be an asset;
- Experience with transport infrastructure and/or vocational transport or road infrastructure terminology use

Job description/responsibilities:

- ✓ 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 Albanian 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 Georgian and English;
- ✓ Interpretation during missions, meetings, workshops, seminars, trainings and other project events;
- ✓ 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.

Interested candidates are requested to submit their CV and cover letter of application in English via e-mail to the following address: twinningarrsh@gmail.com by 5th of November 2019 by 16:30 p.m. Albanian time.

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

Shortlisted candidates only will be invited to attend an interview.

Selected candidates will sign a contract with the Ministry of Economic Development of the Republic of Poland.

Selected candidates shall provide a tax certificate which proofs that he/she pays taxes on the remuneration.

The above mentioned Twinning project is funded by the European Union and will be implemented by the Ministry of Economic Development of the Republic of Poland in cooperation with the Albanian Road Authority.