

**VACANCY N. 4/11 IN FOREIGN COUNTRIES FOR A SECRETARY/TRANSLATOR  
IN THE FRAME OF THE TWINNING PROJECT "INSTITUTIONAL SUPPORT TO THE MINISTRY OF  
ENVIRONMENT AND SPATIAL PLANNING (MESP) IN KOSOVO"**

The Instrument of Pre-Accession Assistance (IPA) has financed a twinning project for Institutional Support to the Ministry of Environment and Spatial Planning (MESP) of Kosovo. This project will be implemented by the same MESP together with the Italian Regional Agency for the Environmental Preservation and Protection of Veneto Region (Project Leader), the French Ministry of Ecology, Sustainable development, Transport and Housing (Junior Project Leader) and other Italian and French institutional partners.

INFORMEST, acting as mandated body of ARPAV in the project, is recruiting a Secretary/Translator to be hired in the frame for project implementation at local level.

All qualified candidates are encouraged to apply to the above-mentioned position.

INFORMEST will publish on the website the results of the selection.

For further information, please read here beneath:

**1. INSTITUTION :**

INFORMEST

Via Cadorna, 36 - 34170 GORIZIA

Tel: 0481/597411 – Fax: 0481/537204

E-mail: [area.progetti@informest.it](mailto:area.progetti@informest.it)

Website: [www.informest.it](http://www.informest.it)

Contact person: Sandra Sodini – Director of Economic Cooperation Department

**2. Job profile:**

Secretary/Translator

**3. Duration:**

Duration of the assignment: 24 months

Working days: full time (1 month vacation leaves each year)

**4. Deadline for submission of the application:**

31 October 2011

**5. Main duty station**

Location of assignment is Prishtina, Kosovo.

## 6. Main activities and tasks:

The Secretary/Translator should implement, but not be limited to, the following activities:

- Professional translation of the relevant project documents;
- Assistance on secretariat, daily management and co-ordination of project implementation;
- Assistance on management reporting (progress, completion);
- Contribution to quality assurance of project outputs with a special focus on Albanian, Serbian and English languages;
- Assistance in the organization of meetings, seminars, workshops and study tours;
- Project office administration

## 7. REQUIRED COMPETENCES:

### *Profile*

- Higher education and superior language certificates.

### *Personal qualifications*

- At least 5 years of experience in EU or other donor funded projects as translator.
- Advanced PC skills (MS Office, particularly MS Excel, MS Word, MS Project and MS Power Point, Internet and emails);
- Project Management knowledge;
- Excellent interpersonal skills and understanding of his/her role;
- Fluency in English, Albanian and Serbian languages.
- Energetic and persistent work effort - ability to start-up processes;
- Leadership, management and coordination skills are important.

## 8. TO APPLY

Candidates should fulfil the forms that can be downloaded by the following website: <http://www.informest.it/lavora-con-noi/avvisi-posizioni-estero.aspx>. Whenever fulfilled, these forms should be sent, **within 31 October 2011, at 1:00 pm**, by fax number (+39 0481 537204) or email ([informest@informest.it](mailto:informest@informest.it)) indicating the subject "Twinning Project", together with the following documentation:

**8.1)** The requests of participation, duly signed, demonstrating possession of the requirements as per above point 7) using the request for participation form published on the purchaser profile page and forming an integral part of the present notice, enclosing also a photocopy of a valid identity card or passport of the requesting party;

**8.2)** Curriculum Vitae (Euro pass format).

Any requests received after the deadline, incomplete or unsigned will not be admitted to the present qualification procedure.

The pre-selected candidates (at least 3) will be interviewed in the Ministry of Environment and Spatial Planning – Relindja Building, 15<sup>th</sup> Floor – Prishtina (Kosovo) at the beginning of November 2011. The exact date and time for each interview will be communicated directly to the experts.

**Date: 17 October 2011**

**Firma:**

A handwritten signature in black ink, appearing to be 'S. Sed'.