

JOB DESCRIPTION FOR THE POSITION OF THE
“PROJECT ANTENA OFFICER”
FOR
THE IPA II CROSS-BORDER PROGRAMME BETWEEN REPUBLIC OF MACEDONIA-
REPUBLIC OF KOSOVO 2014-2020

The Ministry of Local Self Government, as a Operation Structure in Republic of Macedonia in agreement with the Operating Structure from Ministry of Local Government Administration in Republic of Kosovo issue a public call for expression of interest in order to proceed with the recruitment of one (1) **Project Antenna Officer** of the “IPA II, Cross-border Cooperation Programme Kosovo- Republic of Macedonia 2014-2020. All interested candidates are requested to submit their application for the post described below.

The **Project Antenna Officer** will be located in the Antenna Office in Kumanovo. In addition to the tasks of a project officer, he/she should be specialised also in Communication and Information.

Under the supervision of the Team Leader, the Project Antenna Officer will be responsible for all matters relating to the management and implementation of the Programme, including the coordination of specific activities. He/She will play a fundamental role on contract reporting, administration of resources, assistance in the launching of calls for proposals, on field project monitoring (particularly result oriented), collecting data for the programme reports and supporting activities related to publicity, visibility and information.

The project Antenna Officer will be a position of up to **650** working days over the contract duration. A minimum of **75%** of these working days should be spent in the eligible territory.

The Project Antenna Officer should have Macedonia nationality and the recruitment process will be managed jointly by Operation structure (OS) in Ministry of local Self Government, R. Macedonia and Operation structure from Ministry of Local Government Administration, Republic of Kosovo. The call for expression of interest will be published on the website of the Ministry of Local Self-Government: www.mls.gov.mk, and the web portal for cross border cooperation program between Republic of Macedonia and Republic of Kosovo: www.ipacbc-mk-ks.net.

A joint evaluation committee will be set up to assess the applications received and will select the most appropriate expert.

The successful Project Antenna Officer applicant will sign a contract with the Ministry of Local Self Government; Republic of Macedonia. The official working language of the Programme is English. Candidates that fulfill the required qualifications will be interviewed in English.

The project officer in the Antenna of the IPA CBC Programme MK-KS within the framework of this contract will cover the following tasks:

- Take all appropriate measures to ensure that nationally and regionally published Call for proposal reaches the target groups in line with the requirements of the Practical guide and other relevant procedures in full collaboration with Operating Structures;
- Collect and administer the different technical reports from the beneficiaries;
- Provide administrative and logistic assistance to the Contracting Authority, Operating Structures and Joint Monitoring Committee;
- Support in the implementation of the funded projects by providing training and advice to potential applicants and the grantees for the successful completion of the projects such as implementation and reporting manuals, instructions, consultancy, etc.;
- Cooperate with organizations, institutions and network relevant for the objectives of the programmes;
- Monitor the implementation of operations (participation in monitoring visits; preparation of monitoring reports);
- Ensure entering of all necessary project and Programme related information in Programme Monitoring System; regularly update the database with latest information;
- Prepare reports, statistics and information about progress of project and Programme implementation when required by Programme management stakeholders;
- Any other task related to the Programme implementation as required by the Head of the JTS and
- Information and communication.

Required Qualification and skills:

Education:

- University degree, preferably a Master's degree,
- Fluency in both written and spoken English and in the national language of Macedonia;

General professional experience;

- at least 4 years of professional experience following a BA degree

Specific professional experience:

- At least two (2) years of specific work experience in project management of EU funded or other international-donor funded programmes, preferably in fields relevant to the assignment (grant schemes project implementation, programme/project management, project monitoring, project document preparation and similar activities);

(Professional experience should be proven by ensuring documentation or copies of employment contracts and if necessary a written confirmation from the candidate's respective employer, translated in English).

Computer skills: MS office, Power Point, Outlook

All candidates must send the expression of interest and all supporting documents by post to Ministry of Local Self Government "Sveti Kiril i Metodi" 54, 1000 Skopje the latest by **10.02.2016**. The date of submission will be verified by the date of dispatch, the postmark, or the date of the deposit slip. An application submitted after the deadline will automatically be rejected. The expression of interest may not be submitted via e-mail.

All personal information included in the expression of interest is confidential

For information please contact:

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