



Republic of North Macedonia

Ministry of Local Self Government
National Authority for Territorial Cooperation



Република Северна Македонија
Republika e Maqedonisë së Veriut
МИНИСТЕРСТВО ЗА ЛОКАЛНА САМОУПРАВА
MINISTRIA E VETEGJEVERISIES LOKALE

Бр.-Нр. 11-805/2

21-03-2023 20 год - VII
Скопје - Шкуп

Terms of Reference (ToR) Communication and Visibility officer

INTERREG BALKAN-MEDITERRANEAN 2014-2020

JOB DESCRIPTION

The Position of "Communication and Visibility officer"

1. Employer - Contracting Authority

The contracting authority will be the Ministry for Local Self Government (MoLSG) in the Republic of North Macedonia in a role of National Authority (NA).
This position will be financed under a "Technical assistance for the Cross - border INTERREG Balkan-Mediterranean 2014-2020"

2. Administrative Unit

INTERREG Balkan-Mediterranean 2014-2020 National Authority: main office

3. Job Title

Communication and Visibility officer

4. Position summary and duration

The Communication and Visibility officer shall discharge his or her duties full time (at least 40 hours per week) in the office of the Ministry of Local self-government of Republic of North Macedonia.

5. Essential Job Functions/Duties

Under the supervision of the Head of Territorial Cooperation, the **Communication and Visibility officer** will be responsible for:

- Implement, update and monitor a communication and visibility plan;
- Organize or assist with the organization of events as indicated in the work plans, communication and visibility plan;



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- Maintenance of financial data records (costs incurred, forecast budget, funds remaining);
- Translation of all the necessary documents;
- Preparation of requests for payment, requests for contract amendments;
- Archiving all relevant documentation both, electronically and/or manually;
- Ensure the visibility in all programme events;
- Proactively identify media opportunities and, in close liaisons with team leader, plan and implement media events;
- Implement and update the TA project database;
- Fulfillment of any other tasks assigned by the Project Officer and by the deputy Project Officer appointed by the MoLSG;
- Draft press releases, statements, news summaries and ensure print and electronic media coverage for the events;
- Provide technical advice and support to team leader and other staff in planning and development relevant communication and visibility products;
- Participate in annual inventory of assets of the TA;
- Fulfillment of any other tasks assigned by the Project Officer and by the deputy Project Officer appointed by the MoLSG

6. Profile and qualifications

- Minimum High School degree with at least Academic Studies enrolment.
- Minimum some Volunteer experience in the fields of communications, project implementation, Relevant work experience in those fields will be considered an asset.
- Experience in public campaigns will be an asset.
- Fluency in both written and spoken English;
- Excellent writing skills. He/ She must be able to communicate complex information in a lively, accurate and readable manner in a variety of formats, including, press releases, magazines, newsletters, websites.
- Ambition to work in an international environment with different administrative traditions;
- ability to organize, plan and implement work assignments, to work under pressure of frequent and tight deadlines;
- Computer skills: MS Office, power point; ability to summarize data and present reports on media mentions, outputs and outcomes.
- Excellent communication skills, creative and problem-solving oriented;



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21-03-2023 20 100-VB

Gvorije-Shkup

7. Location

The Communication and Visibility officer have to work in the premises of MoLSG and on the field when the need arises.

8. Required experience

- Excellent understanding and knowledge of the programme area;
- Some experience with the EU and national regulations concerning IPA cross-border cooperation programmes;
- Experience in using and managing databases;

9. Cooperation

Cooperation with: other members of the Managing Authority, National Authority, Members of the Joint Monitoring Committee, applicants and beneficiaries, relevant EC services, service deliveries, etc.

10. Responsibilities

- responsible for effective, efficient, timely and qualitative fulfilment of the assigned tasks;
- responsible for providing timely and accurate information;
- responsible for safe operation and maintenance of the equipment and other resources entrusted by the employer.
- Responsible for communication and public relation activates regarding the Program.

11. Reporting

Formally, the Communication and Visibility officer will be reporting to the Program Officer and in equal manner to the deputy Program Officer appointed by the MoLSG and to the Managing Authority (if needed).

He / She will prepare a monthly report about the implementation of the administrative, financial and logistic tasks related to the internal functioning of the TA, including activities in the Work plan.

He/She each month will prepare a timesheet and will submit to the Head of Territorial Cooperation for approval.



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The approved Time sheet by the Head of Territorial Cooperation should be adopted by the Program Officer appointed by the MoLSG.

12. Note

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

Minister of Local Self Government
Risto Penov

