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**“GREECE – REPUBLIC OF MACEDONIA
IPA CROSS-BORDER PROGRAMME 2007 – 2013”**

**CO-FINANCED BY THE INSTRUMENT FOR
PRE-ACCESSION ASSISTANCE (IPA)**

CALL FOR EXPRESSION OF INTEREST

The Ministry of Local Self Government in agreement with the Managing Authority (M.A.) of European Territorial Cooperation Programmes issue a public call for expression of interest in order to proceed with the recruitment of a project officer for the Joint Technical Secretariat (J.T.S) of the “Greece – the Republic of Macedonia IPA Cross-Border Programme”. All interested candidates are requested to submit their application for the post described below.

The project officer will be located in the JTS premises in Thessaloniki, GR and will report to the JTS Coordinator. According to the Programme, the Joint Technical Secretariat supports the Managing Authority, the Operating Structure, the Joint Monitoring Committee and the Joint Steering Committee of the aforementioned Programme in fulfilling their respective responsibilities.

The selection of the aforementioned JTS post is performed by Joint Selection Committee consisting representatives of the two participating countries. The Delegation of the European Union in Skopje will participate as observer. Any decision of the Committee will be taken by consensus. The selection procedure shall be approved by the designated Selection Committee. Potential candidates may come from the private sector or the public sector.

The successful project officer applicant will sign a contract with the Ministry of Local Self Government.

The official working language of the Programme is English.

Candidates that fulfill the required qualifications will be interviewed in English.

Position description

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| Title | Project Officer (located in Thessaloniki, GR) |
| Vacancies | 1 (one), Reports to the JTS coordinator |
| Job Description | <p>Development and implementation of tools and administrative procedures at programme and project level concerning project implementation, evaluation, monitoring and reporting. Assistance to potential final beneficiaries in the development of project proposals, assurance of the efficient evaluation process, and assistance to final beneficiaries in managing approved projects.</p> <p>More specifically:</p> <ul style="list-style-type: none">- Drafting of the Programme Manuals and Documents (Application packages, guides and manuals, procedures and support documents for sound project management for project promoters / final beneficiaries)- Drafting of project evaluation manuals / procedures according to the selection criteria decided by the Monitoring Committee- Evaluation of project proposals, in cooperation / coordination with the national authorities, Joint Steering Committee and possible external experts- Summarizing of the evaluation results and preparation of the Joint Steering Committee and the Joint Monitoring Committee meetings or any other relevant meetings- Day to day monitoring of project implementation and identification of problems or delays- Drafting of reports to the MA on project implementation issues- Contact point for Lead Partners of approved projects over project implementation (implementation, reporting, modifications, closure etc.)- Participation in meetings at the project level when |

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| | <p>necessary for resolving project implementation issues</p> <ul style="list-style-type: none"> - Organisation of Lead Partner seminars or any other necessary seminars in the partner countries, - Support and advice to project promoters - Communication of JMC and MA decisions to Lead Partners - Assistance in the implementation of MA strategy regarding project implementation - Assistance in drafting annual and final reports of the Programme - Inserting and processing project/programme data to the information system used for the management of the programme |
| <p>Required Qualifications</p> | <ul style="list-style-type: none"> - University degree in any field of relevance to the programme topics - Professional experience (at least 2 years) in management of Programmes or projects financed by the European Union Funds (Professional experience should be proven submitting social security documentation/ workbook or copies of employment contracts or a written confirmation from the candidate's respective employer, along with an English translation). - Fluency in English language to be proved by oral interview, accompanied by any degree from an authorized institution. |
| <p>Additional qualifications to be considered as assets</p> | <ul style="list-style-type: none"> - Post graduate Degree or Diploma in any field of relevance to the programme topics, officially recognized in the applicant's country of citizenship - Very good command of one of the official languages of the two countries participating in the Programme – oral and written (Diploma or University degree from an official institution of the two countries or a language diploma at an “advanced level” acquired by an authorized body. For candidates whose mother tongue is one of the above |

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| | <p>languages, a secondary education certificate from the respective country is sufficient.)</p> <ul style="list-style-type: none"> - Professional experience in cross-border, transnational or interregional cooperation Programmes - Knowledge of European Structural Funds regulations, in particular those concerning Instrument for Pre-accession Assistance (IPA) and European Regional Development Fund (E.R.D.F.) - Knowledge in matters of public administration procedures and legislation in one of the two cooperating areas - Excellent writing (drafting and reporting), presentation and communication skills and attention to detail and accuracy - Willingness to take responsibility for the quality of the delivered services - Intercultural, diplomatic skills - Ability to work within a team in a multicultural environment, - Computer literacy (word processing, preparation of presentations, use of data bases and monitoring procedures and systems) - Organizational skills and effectiveness - Ability to work under pressure - Creativity and problem-solving skills - Ability to determine and focus on the priorities set by the programme - Willingness to travel frequently |
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PROCEDURE OF APPLYING

Required documentation:

- Motivation letter in English clearly stating the position of interest.
- European Curriculum Vitae in English (available at <http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/EuropassCV/CVTemplate.csp>).

- Degrees/Certificates for the relevant education, training, computer and language skills.
- Prior working experience certificates. Photocopies of original documents/certificates should be submitted, followed by a simple translation in English. All required documentation should be included in the application when submitted. Genuine copies and official translations of originals will be submitted by applicants before their final selection. Failure to submit genuine copies of the originals shall automatically mean the rejection of the candidate.
- Reference letter from previous relevant working experience.
- For the successful applicants that will sign a contract with the Ministry of Local Self Government, before the signing of their contract, an official document in English should be submitted verifying that there is no criminal record.

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 15/09/2015. 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. Prior applications to the Ministry of Local Self Government will not be considered.

For information please contact:
Ministry of Local Self Government
"Sveti Kiril i Metodi" 54, 1000 Skopje
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