

## Job description – JTS project officer

**Position:** Project officer of the JTS for the 2021-2027 IPA III CBC programme Kosovo – North Macedonia

**Location:** JTS head office in Prishtina, Kosovo; JTS Antenna office in Skopje, North Macedonia

**Project:** Technical Assistance for the management of Cross-Border Cooperation Programme Kosovo - North Macedonia under IPA III (2021 – 2027)

**Expected duration:** three years with the possibility of extension

### A Overall objective

The Ministry of Local Self Government of the Republic of North Macedonia in cooperation with the Ministry of Local Government Administration in the Republic of Kosovo, in the role of CBC Structure, publishes the call for expression of interest to hire one (1) Antenna Project Officer in Skopje with the aim of implementing the IPA III (2021-2027) Cross-Border Cooperation Programme between Kosovo – North Macedonia.

Technical assistance under the programme is made available via the direct award of a grant contract following the invitation to submit an application by the EU Office in Kosovo to the Ministry of Local Government Administration in the Republic of Kosovo in partnership with the Ministry of Local Self-Government in North Macedonia. Such grant contract will hereinafter be referred to as 'TAGC'. It will finance a) the salaries of the JTS staff and the fees of other experts; b) travel costs and per diems for business trips; c) costs associated with equipment and vehicles for the use of the CBC structures/JTS staff; d) office accommodation, utilities and stationery; e) costs of meetings, field visits and events; f) costs of sub-contracted services (e.g. translation, interpretation, publications, expenditure verification); g) costs related to communication and visibility of results and outputs; and h) other costs such as insurance, contests and even small scale works.

In line with the TAGC and the relevant documents and procedures agreed between the participating countries (protocol of joint management, JMC RoP, manual of procedures for the JTSs) and between the participating countries and the European Commission (financial framework partnership agreements, financing agreements, the relevant cross-border cooperation programme), the JTS project officer shall, under the direction of the head of the JTS, be responsible for:

- Monitoring and reporting on the implementation of individual projects
- Monitoring and reporting on the implementation of the programme
- Provision of information and advice to potential applicants and grant beneficiaries
- Be responsible for the visibility of the programme
- Fulfilment of any other tasks assigned by the head of the JTS (e.g., preparation of programme publicity materials, management of natural and legal entities sub-contracted under the TAGC)

As the JTS premises have at least two locations: the head office in Prishtina, Kosovo and the antenna office in Skopje, North Macedonia and as the CBC operations must be monitored, position includes also travelling, mainly throughout the programme area for assisting in organization and attending different events in the field.

**B Responsibilities and tasks***Managing the TAGC*

- Prepare claims for specific costs under the TAGC to be approved by the relevant CBC structures
- Draft procurement documentation to buy supplies and services; manage the procurement procedure and contracts, including checks on invoices and related technical documentation
- Draft monthly reports of activities implemented under the TAGC and monthly reports on financial progress under the TAGC
- Draft interim and final reports on the implementation of the TAGC

*Calls for Proposals – prior to the launch*

- Ensure the organisation of workshops (PCM) for potential applicants
- Deliver capacity building or articulate separate channels tailored for local and regional authorities based on a needs assessment when
  - providing training for potential applicants on the preparation of CBC applications and project management/implementation;
  - organising 'clinics' for unsuccessful applicants;
  - holding helpdesks;
  - assisting the potential applicants in partnership and project development;
  - organising training or on-hand support on how to benefit from EU funds and to prepare good applications.

*Calls for Proposals, in coordination with the CA of the programme – launching phase*

- Draft the annual work programme
- Organise partner search forums
- Ensure the publication of calls for proposals to programme website
- Provide support in organisation of information sessions and workshops for potential applicants

*Calls for proposals, if required and in coordination with the CA of the programme - evaluation phase*

- Draft lists of grants awarded for publication
- Record statistical information on each call for proposals
- Ensure recording statistical information on the list of awarded operations.

*Calls for Proposals, if required and in coordination with the CA of the programme – post evaluation phase*

- Contribute to budgetary clearing prior to grant contract signature for operations
- Conduct the revision of logical framework matrixes of operations selected for funding prior to the contract signature or, if unpracticable, during the first quarter of the period of implementation of that contract.

*Project implementation and monitoring*

- Support the preparation of an implementation package for beneficiaries
- Assist with the organisation of implementation seminars for beneficiaries
- Open and maintain files for each project
- Maintain a helpline for beneficiaries
- Provide advice on secondary procurement under grant contracts
- Draft a risk assessment report and take appropriate follow-up actions
- Review and follow up interim and final reports from operations prior to their submission to the CA of CBC operations
- Draft an indicative monitoring visit schedule
- Conduct monitoring visits, draft monitoring visit reports and follow up
- Keep relevant up-to-date project information in electronic form

*Programme monitoring*

- Contribute to the provision, verification and validation of data inputs on programme implementation in a regional monitoring system
- Encoding of projects in the regional monitoring database, provide training and support to beneficiaries on data collection and data input in the regional monitoring database
- Draft annual implementation reports or equivalent documentation for Joint Monitoring Committee and the final implementation report
- Cooperate with evaluators and auditors
- Draft and/or amend programme documents and relevant procedures as required
- Provide the secretarial function of the Joint Monitoring Committee of the TAGC
- Ensure administrative and logistic support to the JMC and CBC structures regarding the revision of the 2021-2027 IPA III CBC programme document (if applicable for the mid-term review)
- Ensure administrative and logistic support to the meetings of the joint task force (JTF) that will oversee the preparation of the 2028-2034 IPA IV CBC programme document
- Ensure the provision of any relevant information to the CBC structures in the participating countries as required
- Ensure a contribution to the capitalisation of results
- Organise and/or conduct analytical, research and/or background studies.

*Communication and visibility*

- Knowledge of the EU visibility manual and procedures
- Assist with the preparation, monitoring and updating of a communication and visibility plan
- Assist with the uplifting and maintenance of the programme website
- Assist with the organisation of events as indicated in the JTS work plans, timetables for calls for proposals, and/or the communication and visibility plan
- Assist with preparation and production of printed materials as indicated in the JTS work plans and/or the communication and visibility plan
- Establish and maintain databases for supplying data
- Ensure the suitable visibility at all programme events, on printed materials, etc. in line with visual identity rules
- Contribute to sounding out the community level visibility of the programme.

*Other*

- Compile documentation on strategic projects selected by the CBC structures outside a call for proposals as required
- Report any identified irregularities immediately
- Record and report on exceptions to procedures
- File all documents as appropriate, either in physical or electronic form, or both.
- Attend any client enquiry that do not fall under any other task
- Participate at meetings with the CBC structures, regional consultative forums and other regional events
- Participate in exchanges of staff and study visits.

## Professional requirements

The JTS project officer must meet the following minimum selection criteria:

- **Educational Qualification:** A university degree is mandatory.
- **General Professional Experience:** The candidate should possess a minimum of 10 years of professional experience, with a focus on areas such as project management over the last 7 years.
- **Specific Professional Experience:** The candidate should have a minimum of 7 years of hands-on experience in effectively executing and managing grant contracts, funded mainly by EU.
- **Extended** experience in dealing with technical assistance, and working within the context of cross-border programmes is considered a strong asset.
- **Language skills:** Proficiency in English, both spoken and written, is a prerequisite. Additionally, the candidate should be fluent in at least one of the official languages of the participating countries, with competency in both spoken and written communication. Knowledge of the languages of both participating countries is considered a strong asset.
- **Computer Literacy:** The candidate must demonstrate a strong level of computer literacy, being comfortable with various software programmes and tools used for administrative and technical tasks.

**These stringent requirements ensure that the chosen candidate is well equipped to assume the responsibilities of the JTS-Antenna project officer, facilitating the smooth coordination and management of cross-border projects and technical assistance activities.**

**In addition** to meet the minimum selection criteria, the position of JTS/Antenna project officer must be offered to whomever also satisfy the following criteria:

- Experience in similar demonstrable experience in a similar position requiring initiative and responsibility
- Sound knowledge of the principles of project cycle management
- Sound experience in programme and/or project management in one or the two participating countries (financed from the EU or other sources)
- Knowledge and experience of EU procurement procedures
- Knowledge of relevant EU documents and procedures (e.g.: IPA regulations, framework agreements, financing agreements, direct and indirect implementation systems, the relevant CBC programme)
- Knowledge and experience of relevant national legislation and procedures in one or the two participating countries (e.g.: working in, with or for public administration)

**Application:** Interested applicants should submit their updated CV, copy of University diploma, and relevant supporting documents (e.g.: certificates of employers or contracts of employment or services) as evidence of their previous work experience to the following email: [nuredin\\_20@hotmail.com](mailto:nuredin_20@hotmail.com) latest by 21.12.2023 until 13:00h.

Subject: **“Application for the JTS-Antenna Project officer for the CBC Programme Kosovo - North Macedonia”**.

Only short-listed candidates will be contacted.

**Note:** *Applications received after the closing date will not be considered.*