

## We are hiring!

We are hiring staff in the frame of the project **“Struga & Pogradec for promoting tourism and cultural heritage - COOLTOUR”**. This is a 3-year cross-border project funded by the Cross-border Programme the Republic of North Macedonia - Republic of Albania under the Instrument of Pre-accession Assistance (IPA II) allocations for 2018 – 2020 (*Reference: EuropeAid/170339/DD/ACT/MK*). Project Partners, besides the leader, Municipality of Struga (North Macedonia) are Municipality of Pogradec (Albania) and the CSOs, Green Institute (Skopje, North Macedonia) and IRD&ET (Pogradec, Albania). *Overall Objective* of this project is to stimulate a balanced, inclusive and sustainable socio-economic development in the cross-border area of Ohrid Lake.

*Specific Objective* is to develop the potential of tourism by promoting cultural heritage and values in both Municipalities of Struga and Pogradec. It is expected that the action will increase the business opportunities for local service providers and operators in the field of tourism and furthered mutual cooperation, understanding and respect of cultural heritage and values.

The project intends to achieve the following *intermediate outcomes*:

- The capacities of touristic service providers and operators in Struga and Pogradec are empowered;
- Public tourism infrastructure is improved in terms of upgrading of facilities for environment friendly touristic activities, pollution reduction and sustainable development;
- The promotion of “Ohrid Lake” Joint touristic offers from Struga and Pogradec is increased in terms of common cultural heritage and values.

### Target groups

- Municipality of Struga and Municipality of Pogradec relevant departments: 30 public employees and officers.
- 80 businesses and associations and 240 workers operating in touristic sector.

### Final beneficiaries

- 1 Tourism University in Struga
- At least 67 accommodation providers from Struga
- At least 63 restaurants along the Ohrid Lake Struga
- At least 75 accommodation providers from Pogradec
- At least no 85 restaurants cross the Ohrid Lake Pogradec
- Community living in Struga Region
- Community living in Pogradec Region
- At least 280.000 tourist annually
- Public officers and public employees of the Municipality of Struga and Municipality of Pogradec.

The intervention has been conceived to promote an effective cross-border cooperation between the co-applicants located on the two sites of Ohrid Lake, this last intended and valued as the main touristic attraction and factor to join entities of different nationality into collaborative neighborhoods.

The Project team will act as unique under the coordination of the Project Manager and along the joint decision procedures envisaged within the project. The Project also has to consider the due cross-cutting issues:

- Gender equality and promotion of equal opportunities;
- Protection and promotion of ethnic minority rights;
- Democratic standards, anti-discriminatory practices and good governance;
- Protection of environment and preservation of natural resources and biodiversity;
- Integration of persons with physical and mental disabilities (accessible tourism).

## Open Positions

- 1) **Project Manager** (1 position for period of 3 years *-full-time*)
- 2) **Finance Manager** (1 position for period of 3 years *-full-time*)
- 3) **Logistic Officer** (1 position for period of 3 years *-part-time, 40%*)

### Note:

- ✓ *The staff under 1), 2) and 3) will be hired by Municipality of Struga thus should be able to work in Republic of North Macedonia.*
- ✓ *The staff under 4) will be hired by Municipality of Pogradec thus should be able to work in Republic of Albania.*

**Start date/project duration:** 2<sup>nd</sup> January 2022-31<sup>st</sup> December 2024 (3 years)

### 1) Project Manager (*hired by Municipality of Struga*)

#### Detailed description

Project Manager will be the person in charge for the management of the whole CBC action. This is a **full-time** position and his/her role includes planning and coordination of CBC activities as well as the joint financial management and joint reporting. He will be the head of the CBC Operative Committee and will report directly to the CBC Steering Committee.

The *main responsibilities* of the Project Manager include, but are not limited to:

- Planning and coordination of the CBC activities
- Coordination of the Project staff under the project from both countries (North Macedonia and Albania)
- Perform duties in full compliance with donor's regulations and rules, municipal's policies and standard operating procedures, including internal controls;
- Review and verify financial transactions, activities, and documentation;
- Draft narrative reports and supervise the financial expenditure under the project;
- Communicate with CBC Operative Committee's members, CBC Steering Committee and municipal staff and other relevant stakeholders

#### Required Qualifications

- University degree, preferably in Management and/or relevant working experience
- At least 5 years of experience in managing projects (working on infrastructure projects and/or a regional experience will be considered an asset);

- Good knowledge of EU Project Management rules, procurement and regulations gained while working on at least one (1) EU funded project;
- Good public relations skills;
- Excellent oral and written communication in Macedonian and Albanian;
- Excellent oral and written English language communication skills;
- Advanced computer skills, especially MS Excel and MS Word, internet browsing and e-mail communication;

#### **Accountability and Working Relationships**

- Accountable to the Municipality of Struga, CBC Operative Committee and CBC Steering Committee;
- Works closely with all members of the Project Team;

#### **Competences**

- Great attention to details, precision and accuracy in performing tasks
- Proactive, creative, solution-oriented person
- Good time management skills
- Flexibility and adaptability of the work challenges
- Ability to meet deadlines, work on own initiative and consult where appropriate
- Team Work
- Availability and willingness to travel
- Highly motivated self-starter
- Intercultural sensitivity and awareness is a must

**Salary:** 880 euros (exchanged in Macedonian denars).

#### **Application process:**

Candidates can apply by submitting a one-page cover letter stating why they are interested in this position, what they would bring to the role and how they fit the person specification.

This letter should be submitted with a CV to [projectcooltour@gmail.com](mailto:projectcooltour@gmail.com) by 16:00 hrs. Tuesday, 28th December 2021, with "Project Manager" in the subject line.

The selection process is conducted in two phases and in multiple languages. The first is CV and cover letter assessment. The second is an interview scheduled on 30<sup>th</sup> December 2021. The selection panel is made of 3 members of the project partners. The final decision will be made on 31<sup>st</sup> December 2021 and the selected staff member will be expected to start on 3<sup>rd</sup> January 2022.

The project's partners are equal opportunity employers.

### **2) Finance Manager (hired by Municipality of Struga)**

#### **Detailed description**

Finance Manager will be responsible for the book-keeping and financial reporting for the whole CBC action. This is a **full-time** position and his/her role includes joint financial management and joint reporting for CBC activities.

The *main responsibilities* of the Finance Manager include, but are not limited to:

- Planning budget expenditure of the project;

- Supervise the financial expenditure under the project;
- Collect on monthly basis the list of expenses, invoices and proves of payment from the partners;
- Review and verify financial transactions, activities, and documentation;
- Review accounts and follow-up with project staff and partners' finance units from both countries (North Macedonia and Albania);
- Draft monthly/annual reports on financial status, procedures, exchange rates, costs and expenditures;
- Follow-up on audit recommendations to monitor implementation of project action;
- Perform duties in full compliance with donor's financial regulations and rules, municipal's policies and standard operating procedures, including internal controls;
- Provide assistance to the Project Team with various system operational part of the tasks;
- Provide assistance for the Annual Report;
- Communicate with the Project Manager and other project staff for effective implementation of the project objectives and results

### **Required Qualifications**

- University degree, preferably in Social Sciences (Economics, Law etc.) and/or relevant working experience
- At least 5 years of experience in management of projects from which at least 2 years working on similar position (a regional experience will be considered an asset);
- Good knowledge of EU procurement rules and regulations gained while working on at least one (1) EU funded project;
- Excellent oral and written communication in Macedonian;
- Excellent oral and written English language communication skills;
- Advanced computer skills, especially MS Excel and MS Word, internet browsing and e-mail communication;

### **Accountability and Working Relationships**

- Accountable to the Municipality of Struga, Project Manager, CBC Operative Committee and CBC Steering Committee;
- Works closely with all members of the Project Team;

### **Competences**

- Great attention to details, precision and accuracy in performing tasks
- Proactive, creative, solution-oriented person
- Good time management skills
- Flexibility and adaptability of the work challenges
- Ability to meet deadlines, work on own initiative and consult where appropriate
- Team Work
- Availability and willingness to travel
- Highly motivated self-starter
- Intercultural sensitivity and awareness is a must

**Salary:** 850 euros (exchanged in Macedonian denars).

#### **Application process:**

Candidates can apply by submitting a one-page cover letter stating why they are interested in this position, what they would bring to the role and how they fit the person specification.

This letter should be submitted with a CV to [projectcooltour@gmail.com](mailto:projectcooltour@gmail.com) by 16:00 hrs. Tuesday, 28th December, with “Project Manager” in the subject line.

The selection process is conducted in two phases and in multiple languages. The first is CV and cover letter assessment. The second is an interview scheduled on 30<sup>th</sup> December 2021. The selection panel is made of 3 members of the project partners. The final decision will be made on 31<sup>st</sup> December 2021 and the selected staff member will be expected to start on 3<sup>rd</sup> January 2022.

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### **3) Logistic Officer (*hired by Municipality of Struga*)**

#### **Detailed description**

Logistic Officer will be the person responsible to support the Project Management Team This is a **part-time** position (40% of the time) and his/her role includes data collection for an assessment of the potential beneficiaries from both sides (Macedonian and Albanian) and coordination among project staff, experts and the beneficiaries.

The *main responsibilities* of the Logistic Officer include, but are not limited to:

- Support the project team in carry out every-day activities on the field, particularly with local business community from the hospitality sector;
- Support data collection process on the field and assessment of potential beneficiaries under the project;
- Planning and scheduling field visits of the Project staff and experts of potential beneficiaries under the project;
- Create and regular update of a data base of potential project’s beneficiaries from both countries (North Macedonia and Albania)
- Support project team in all logistic and organizational matters, including planned events under the project;
- Draft reports when/if requested;

#### **Required Qualifications**

- University degree or at least 2 years relevant working experience in business sector, preferably related to hospitality/Tourism sector;
- Sound knowledge of local environment, both business environment and geographic, including historical/natural heritage of the region;
- Ability to liaise with local community both in Struga and Pogradec;
- Good interpersonal skills;
- Excellent oral and written communication in Macedonian and Albanian;

- Good English language communication skills;
- Good computer skills, especially MS Excel and MS Word, internet browsing and e-mail communication;

### **Accountability and Working Relationships**

- Accountable to the Municipality of Struga and Project Manager and other Project staff when/if required;
- Liaise with local hospitality sector;
- Works closely with all members of the Project Team.

### **Competences**

- Great attention to details, precision and accuracy in performing tasks
- Proactive, creative, solution-oriented person
- Good time management skills
- Flexibility and adaptability of the work challenges
- Ability to meet deadlines, work on own initiative and consult where appropriate
- Team Work
- Availability and willingness to travel
- Highly motivated self-starter
- Intercultural sensitivity and awareness is a must

**Salary:** 280 euros (exchanged in Macedonian denars).

### **Application process:**

Candidates can apply by submitting a one-page cover letter stating why they are interested in this position, what they would bring to the role and how they fit the person specification.

This letter should be submitted with a CV to [projectcooltour@gmail.com](mailto:projectcooltour@gmail.com) by 16:00 hrs. Tuesday, 28th December 2021, with "Project Manager" in the subject line.

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