WE ARE HIRING!

Due to the resignation of one of our previous project staff members the position for project manager & finance manager for the project is open and we are accepting applications.

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 7 months–full-time)
2. **Finance Manager** (1 position for period of 7 months –full-time)

Note:

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

Start date/project duration: 1st June 2024-31st December 2024 (7 months)

1. Project Manager (*hired by the 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 working on projects of which at least 3-years on EU-funded 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 (Albanian will be considered as an asset);
- 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 gross amount (the exchange rate is 61.3 Macedonian denars) 53 944 Macedonian denars gross amount.

*Note:*please be aware of possibility for non-cost extension of the project .*

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) (the exchange rate is 61.3 Macedonian denars) 52 105 Macedonian denars gross amount.

*Note:*please be aware of possibility for non-cost extension of the project .*

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 project.cooltour2022@gmail.com by 16:00 hrs. ***Wednesday, 29th May 2024***, with *"Application for Project Manager_COOLTOUR Project"* or *"Application for Finance Manager_COOLTOUR Project"* 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 ***30th May 2024***. The selection panel is made of 3 members of the project partners. The final decision will be made on ***31st May 2024*** and the selected staff member will be expected to start on ***1 st June 2024.***

The project's partners are equal opportunity employers.