



The project “Labour Market Activation of vulnerable groups” is financed by European Union. The objective of the project is to effectively include vulnerable persons, especially social welfare recipients on the labour market and achieving the best possible social outcomes for them by offering quality personalized services, developing skills, capabilities and by enhancing their opportunities for participation in the labour market.

The following active labour market measures are included in the project: Programme for psycho-social and mentoring support; Training for vocational occupations; In-work trainings and Cost-sharing employment. The official language of the project is English.

Referring to the selection criteria for job positions stated in the Law for Public Sector Employees - Article 22, paragraph 1, indent 5 and IPA Direct Grant Contract, the Employment Agency of the Republic of Northern Macedonia announces:

PUBLIC ANNOUNCEMENT

For job vacancy on a project with a duration of 14 months, full time employment

I. The Employment Agency of the Republic of Northern Macedonia announces is seeking for 1 (one) employee in the Unit for European Integration and other projects, for the period of 14 months, for the following work position:

MONITORING OFFICER - 1 (one) person

The Monitoring officer will exercise day-to-day technical and administrative activities for implementation of the project under the guidance of the Project Coordinator and Head of Unit for EU integration and Project in ESA; conducting regular quality checks/monitoring of the activities in particular by following implementation of (reports and supporting documents and conducting quality controls; reports and supporting documents and conducting quality control visits in the premises of the employers); providing input to the monthly briefs, quarterly and other reports for the activities; updating project information/data in the direct grant database; observe overall delivery of the planned outputs and whether implementation of the projects is on track, observe achieved values of the results and needed of a change, as well as to follow, collect data and information and report on indicators. Also monitoring officer will be involved in planning the evaluation (interim review and final evaluation) and follow up the progress of the evaluation activities; reporting to the Unit for EU integration and Project, outlining technical progress and problems; working closely with ESA’s coordinators of the corresponding measure and with other

employees in the ESA (as appropriate); provide support and assistance to the project staff.

The net salary for this job position is 31,344 denars.

The candidates should meet the following criteria:

- Have a level of qualifications VI-A according to the Macedonian Qualifications Framework and at least 240 credits acquired under ECTS or completed VII/1 degree;
- Have excellent communication skills (written and oral) in English and Macedonian language
- Have a valid driver's license;
- Have active knowledge of computer programs for office work;
- Have at last 30 months working experience with projects/programs funded by European Union, from which at least 12 months working experience in the field of monitoring of programs or trainings.

II. The employment will be full time - 40 hours per week, Monday to Friday, working hours 07:30 till 15:30.

III. All interested candidates are invited to submit their Europass CVs (<http://europass.cedefop.europa.eu>) and motivational letters in English, as well as a copy of the documents certifying that they meet the required criteria's (Citizenship, Diploma, Contracts / References from Prior Employers, Driving Permit), in a sealed envelope by registered post or by hand, at the following address:

**Employment Agency of the Republic of Northern Macedonia - Central Office,
str. Vasil Gjorgov no. 43,
1000 Skopje.**

On the outside of the envelope, it is obligatory to state the title of the project and the position for which the applicant is applying, with the indication **"Not to be opened before the evaluation session"**.

IV. The deadline for submission is fifteen (15) days, counting from the day of the announcement, **ie the deadline for receipt of applications is 25.06.2021, 15:00h**. Selection will be made within thirty (30) days of the expiration of the application deadline.

Note: The Applications submitted not according points III and IV of this notice, will not be taken in consideration. No phone calls, please.

V. Only short-listed candidates will be notified and invited on interview.

Cross-cutting issues (equal opportunities, ethnicity, etc.) will be considered in all aspects of the employment process. This announcement is also published on the ESA web site - <http://av.gov.mk>.