



**Labour Market Activation of vulnerable groups**  
**This project is funded by the European Union**



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 36 months,  
full time employment**

I. The Employment Agency of the Republic of Northern Macedonia announces is seeking for 6 (six) employees in the Unit for European Integration and other projects, for the period of 36 months, for the following work positions:

**1. PROJECT COORDINATOR - 1 (one) person**

The Project Coordinator will be responsible for daily management , carrying out of the Project activities and project staff management; Facilitate the information flow outside and within the project team and the solving of problems that may occur during the implementation of the Project; Review and ensure proper implementation of the Project OG; check and ensure proper implementation of the procurements according to the contractual obligations; Monitor the implementation of the project and progress in accordance with planned activities and direct grant contract; Notify/Inform the Contracting Authority of any delays or any event likely to affect the implementation of the project; Ensure that payments are made in a proper and timely manner; Ensure accurate reporting, procurements, financial management and records, audit trail and record keeping ; Ensure proper implementation of the visibility and communication plan, Prepare consolidated quarterly, interim and final reports, Prepare and ensure proper implementation of the work and monitoring plan/quality control plan, Check and approves all internal project’s documentation (narrative and financial report, selection/evaluation committees ,evaluation reports, contracts and agreements, etc.),



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providing support and cooperation with the project staff, collaboration with the ESA's employees and management

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

**2. COORDINATOR FOR THE COUNSELING AND MOTIVATION PROGRAMME - 1 (one) person**

The Coordinator will exercise day-to-day activities within the programme under the guidance of the Project Coordinator and Head of Unit for EU integration and Project in ESA; prepare the work and monitoring plan for the respective activity and be responsible for timely completion of a work and monitoring plan in accordance with the Project contract; prepare draft of the Project OG; provide support, assistance and coordination of the psychologists and mentors engaged within this program; assist the Procurement officer in preparation of the procurement plan; conduct regular quality checks/monitoring of the activities; prepare reports for the activation Programme and provide inputs in preparation of the quarterly, interim, final reports; collect relevant data; update project information/data in the Project database; provide input to the preparation of public visibility materials, reports, guidelines and in record keeping etc.

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

**3. COORDINATOR FOR THE EMPLOYABILITY PROGRAMME - 1 (one) person**

The Coordinator will exercise day-to-day activities within the programme under the guidance of the Project Coordinator and Head of Unit for EU integration and Project in ESA; prepare the work and monitoring plan for the respective activity and be responsible for timely completion of a work and monitoring plan in accordance with the Project contract; prepare draft of the Project OG; provide support, assistance and coordination of the employers and trainers engaged within this program; assist the Procurement officer in preparation of the procurement plan conduct regular quality checks/monitoring of the activities; prepare reports for the Inclusion Programme and provide inputs in preparation of the quarterly, interim, final reports; collect relevant data; update project information/data in the Project database; provide input to the preparation of public visibility materials, reports, guidelines and in record keeping etc.

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

**4. PROCUREMENT OFFICER - 1 (one) person**



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The Procurement Officer will develop a procurement plan in accordance with the contractual obligations and work plan; prepare parts of the Project OG related to procurement; prepare tender dossiers, conduct the procurement process and organize the process of evaluation; prepare the draft contracts; keep and ensure proper record keeping and audit trail of the procurement; provide support for overall Project activities; provide support and cooperate with the project staff; etc.

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

**5. ACCOUNTING OFFICER - 1 (one) person**

The Accounting Officer will be responsible for all the accounting and payment aspects of the grant contract; ensure that all contract transactions are recorded in the financial statements; prepare and submit for check and approval to the Project Coordinator all financial reports, keep and ensure proper accounting records, financial statements, budgets, financial projections, cash flow forecasts and all other reports as requested by the Contracting Authority; cooperate closely with the Procurement Officer to ensure that all accounting, procurement and payment aspects are properly linked; ensure that payments are made in a proper and timely manner; ensure that all sources of financing are available for the Project and that a contract payments' monitoring system is operational; control incoming invoices and prepare documents for payments; record keeping of the project financial documents; provide support and cooperate with the project staff; etc.

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

**6. 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



**Labour Market Activation of vulnerable groups**  
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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 for the Work position 1**, should meet the following criteria:

- Be a citizen of the Republic of North Macedonia;
- 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 project/ programs funded by international donors, projects, from which at least 12 months in the field of project management or coordination.

**The candidates for the Work position 2 and 3**, should meet the following criteria:

- Be a citizen of the Republic of North Macedonia;
- 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 project/ programs funded by international donors, projects, from which at least 12 months in the field of active programmes and employment policies.

**The candidates for the Work position 4**, should meet the following criteria:

- Be a citizen of the Republic of North Macedonia;
- 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;



**Labour Market Activation of vulnerable groups**  
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- Have active knowledge of computer programs for office work;
- Have at last 30 months working experience with project/ programs funded by international donors, projects, from which at least 12 months in the procurements under EU funded project.

**The candidates for the Work position 5**, should meet the following criteria:

- Be a citizen of the Republic of North Macedonia;
- 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 project/ programs funded by international donors, projects, from which at least 12 months working as accountant or financial officer in EU funded projects.

**The candidates for the Work position 6**, 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 project/ programs funded by international donors, projects, from which at least 12 months in the field of monitoring of trainings or programs;

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,**



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**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 ten (10) days, counting from the day of the announcement, **ie the deadline for receipt of applications is 15.11.2019, 15:30h.** 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>.