

EU IPA CBC KS-MK Project: Common actions for environment protection through improvement of wastewater and sewage system

Period of implementation: 18 months

Job Vacancy: Administrative and Financial Assistant (full time position)

Location: Municipality of Gazi Baba

Starting date: Indicatively 01 Mar 2020

General Scope of the Position

Administrative and Financial Assistant drives and assists strategic planning activities ensure results achievements. He/ she is responsible for the overall administration of the project activities carried out by Municipality of Gazi Baba, during the entire project implementation lifecycle. He/ she is responsible to assisting all tasks to be accomplished ensuring on time completion while being familiar with modern productivity-management tools. The position acts as liaison or primary point of contact for Project Partner, Joint Secretariat and Municipality of Gazi Baba internal issues related to the project.

Duties & Responsibilities

- ✓ Ensuring bookkeeping, accounts payable and banking transaction activities;
- ✓ Responsible for strictly applying the financial payments in accordance with project budget lines;
- ✓ Responsible for preparing financial reports;
- ✓ Performs budget performance analysis and provides internal reporting to Finance & Operations describing budget vs. actual financial deviations
- ✓ Responsible for keeping relationships with the government bodies: Tax Office, National Registration Centre,
- ✓ Preparation of invoices received from contractors and other financial documents for the project.
- ✓ Ensure accurate and efficient procurement process providing appropriate documentation relating to the processes applied
- ✓ Assist Project manager and Project coordinator with providing financial information for project activities and preparation of project reports.
- ✓ Coordinate, support and ensure that all activities related to projects implementation and management are in accordance with Project Timeline and Monitoring and Evaluation Plan;
- ✓ Maintain proactively, regular and constant communication with the partners
- ✓ Highly knowledgeable about project implementation principles and practices,
- ✓ Management and administration of documents and information in the electronic system user portal (IPA CBC MIS for Beneficiaries)

Skills and Qualifications

- ✓ Advanced university degree in economics, finance and accounting, management or equivalent background;
- ✓ At least 3 years of experience with projects management or equivalent;
- ✓ Strong knowledge and understanding of the project implementation activities,
- ✓ Team-working ability and interpersonal skills; able to quickly adopt in new working environments Capable of analyzing issues and reaching creative solutions within the project;
- ✓ Demonstrates the ability to participate as an active member of a work team;
- ✓ Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point);
- ✓ Proficient command of English skills both writing and speaking

How to Apply:

- ✓ Interested applicants should submit in A4 Envelope updated CV that is no longer than three pages with evidence for skills and qualifications (certificates for university degree, Microsoft office and command of English) **until 16:00 p.m. 24/02/2020** at front office of Municipality of Gazi Baba at street Arhimedova 2, with indication "NOT to OPEN" and written on the envelope the project mention in the headline and position "Administrative and Financial Assistant" – and indication "For the Commission of evaluation of the Municipality of Gazi Baba".