

## **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:** Project Coordinator (full time position)

**Location:** Municipality of Gazi Baba

**Starting date:** Indicatively 01 Mar 2020

### **General Scope of the Position**

Project coordinator participating in the organization of project events and communicating with the project partner, contractors, target groups and other relevant stakeholders for timely implementation of activities. He/ she is responsible for the overall managing of the project activities carried out by Municipality of Gazi Baba as the project Lead partner, during the entire project implementation lifecycle. He/ she is responsible to coordinate all tasks to be accomplished ensuring on time completion while being familiar with modern productivity-management tools. The project coordinator provides draft narrative reports to the Project Manager as needed, in addition the project coordinator organizes the planned monitoring visits from JS and other project stakeholders. The position acts as liaison or primary point of contact for Joint Secretariat, Project Partner and internal issues related to the project with Municipality of Gazi Baba.

### **Duties & Responsibilities**

- ✓ Coordinate, support and ensure that all activities related to project implementation and management are met;
- ✓ Management and administration of documents and information in the electronic system user portal (IPA CBC MIS for Beneficiaries)
- ✓ Effectively coordinates with external experts ensuring on-time delivery of the activities to be carried out;
- ✓ Contribute to project development and actively assist in the successful implementation of activities;
- ✓ Monitor and evaluate activities and provide narrative and data indicators reports as needed;
- ✓ Ensures successful completion of critical aspects of deliverables with a hands-on organizational approach;
- ✓ Highly knowledgeable about project implementation principles and practices,
- ✓ Initiate, monitor and provide ongoing oversight project activities;
- ✓ Complete all assigned documentation, reports and assignments in a timely manner;
- ✓ Monitor and Follow up with project timeline and following through on projects to successful completion;

### **Skills and Qualifications**

- ✓ Advanced university degree in economics, management, finance or equivalent background; Master degree or additional qualifications are an advantage;
- ✓ At least 4 years of experience with projects management or equivalent;
- ✓ Strong knowledge and understanding of the project implementation activities, preferably IPA Cross Border Cooperation projects;
- ✓ Knowledge and understanding national and EU PRAG procurement rules and procedures
- ✓ Team player determined to get things right and able to work harmoniously with colleagues.
- ✓ 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 "Project Coordinator" – and indication "For the Commission of evaluation of the Municipality of Gazi Baba".