

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 Manager (part-time position)

Location: Municipality of Gazi Baba

Starting date: Indicatively 01 Mar 2020

General Scope of the Position

Project coordinator it's overall responsible for all project actions ensuring timely to be accomplished all project activities. Project manager co-ordinate, communicate and monitor the process of preparing procurement procedures and preparing appropriate documentation according to donor (program) rules and procedures in accordance with national legislation by engaged external experts. 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 Manager develop and prepare narrative and financial project reports as requested from Joint Secretariat. 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

- ✓ Preparation of quarterly narrative and financial reports on project progress and final narratives and financial reports on the activities carried out and the results achieved to the JSs and relevant institutions.
- ✓ Manage project activities with other Project partner and coordinate joint activities according to the indicative action plan.
- ✓ 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;
- ✓ Management and administration of documents and information in the electronic system user portal (IPA CBC MIS for Beneficiaries)

Skills and Qualifications

- ✓ University degree in Business administration, economics, finance or equivalent background; Master degree or additional qualifications are an advantage;
- ✓ At least 7 years of experience with project management of IPA CBC project in the country or in the region with IPA countries;
- ✓ More than 5 years experience with EU PRAG rules and procedures, and familiar with national legislation for procurement rules.
- ✓ Strong knowledge and understanding of the project implementation activities,
- ✓ 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 Manager" – and indication "For the Commission of evaluation of the Municipality of Gazi Baba".