

**IPA CROSS-BORDER COOPERATION PROGRAMME  
REPUBLIC OF NORTH MACEDONIA – REPUBLIC OF ALBANIA 2021-2027****Terms of Reference (ToR)  
PROJECT ANTENNAE OFFICER*****Background***

The State Agency for Strategic Programming and Aid Coordination, as the CBC Structure (CBCS) in Republic of Albania in agreement with the Ministry of Local Self-Government, as the CBC Structure in Republic of North Macedonia, publishes a public call for expression of interest in order to proceed with the recruitment of one (1) Project Antennae Officer of the “IPA III, Cross-border Cooperation Programme North Macedonia - Albania 2021-2027.

The Joint Technical Secretariat, located in Struga, is the administrative body in coordination of the day-to-day management of the IPA cross-border programme North Macedonia – Albania 2021-2027.

***Contracting Authority***

The contracting authority will be the State Agency for Strategic Programming and Aid Coordination of the Republic of Albania.

This position will be financed under the Technical Assistance to the Cross-border Cooperation Programme North Macedonia Albania under the 2023 allocation (TA) contract with the EUD in Skopje.

***Position summary and duration***

The Project Antennae Officer will be located in the Antenna Office in Elbasan. In addition to the tasks of a project officer, he/she should be performing also Communication and Information tasks.

Under the supervision of the Team Leader, the Project Antennae Officer will be responsible for all matters relating to the management and implementation of the Programme, including the coordination of specific activities. He/She will play a fundamental role on contract reporting, administration of resources,

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assistance in the launching of calls for proposals, on field project monitoring (particularly result oriented), collecting data for the programme reports and supporting activities related to publicity, visibility and information.

The Antenna Project Antennae Officer under the direction of the Head of JTS will be in charge of all administrative and logistic tasks related to the internal functioning of the JTS Antenna Office in Elbasan.

The Antenna Project Antennae Officer shall discharge his/her duties full time in the office and on the field.

***Essential Job Functions***

Under the supervision of the Head of JTS, SASPAC and MoLSG, the Project Antennae Officer at the Antennae Office in Elbasan will be responsible:

- Assist the JTS and CBCSs in preparation of the implementation of action such as preparation of the Annual Implementation Reports, Annual Work Plans, Quarterly Progress Reports, Interim Reports, Final Reports, and Guidelines for Applicants and Application form.
- Support the organization of the Joint Monitoring Committee (JMC) and CBCSs meetings, as well as provide secretarial support, keeping, designing and distribution of minutes of the meetings.
- Support the CBCSs in the management of the TA grant contract and take care of all the expenditures related to its implementation. Timely preparation and submission of all administrative and financial requests for the proper management of the TA grant contract.
- Assist CBCSs with the development of strategic projects (operations outside calls for proposals) to organize and launch a call for collecting project ideas for strategic projects within the CBC programme North Macedonia-Albania 2021-2027.
- Assists CBCSs to provide background data and arrange meetings for the auditors of the programme, as well as cooperate with programme auditors (e.g. supply of relevant documents and information, interviews) if, and when it is required.
- Assists the CBCSs and ensure administrative and logistic support to the meetings of the joint task force (JTF) that will be in charge of the preparation of the 2021-2027 IPA IV CBC programme document.
- Support the CA of the programme on the publicity and information activities related to CfPs (e.g. publications, timeline of the info-sessions, and other relevant information in the website).
- Support and assist the CA and the CBCSs for the organization of the information sessions following the launch of a call for proposals.
- Encourage, assists and guide potential applicants to establish partnerships by special events or IT tools and CBC project development in improving the quality of their applications as well as supporting the final beneficiaries;
- Advise grant beneficiaries on the implementation of the projects.

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- Conduct operations level monitoring and report on the monitoring findings to the CBCSs and the CA (DEU to North Macedonia), including a risk assessment of the operations.
- Conduct capacity-building activities for grant beneficiaries in order to improve the quality of implementation of the CBC operations (e.g. training on reporting, visibility, procurement, financial management, performance assessment, legal and audit matters, etc.)
- Answering queries from the interested potential applicants, and other programme stakeholders or using IT tools
- Preparation, implementation and regular revision of the visibility and communication plan.
- Support to the CBC Structures in organization of promotional visibility events such as the celebration of the European Cooperation Day, Press conferences, production, publication and distribution of promotional materials, newsletter of the programme etc.
- Other tasks in the framework of CBC programme, as required by the Head of JTS, CBCSs and EU Delegation.
- Ability to work within a team in a multicultural environment,
- Organizational skills and effectiveness,
- Ability to work under pressure,
- Creativity and problem-solving skills,
- Ability to determine and focus on the priorities set by the programme,
- Willingness to travel frequently.

***Profile and qualifications***

- University degree or Diploma in Law, Public Administration, Economics and Social Science, or any related relevant fields;
- He/she must have management experience, at least 5 years, in project management of EU funded or other international-donor funding programmes/projects.
- At least 2 years of specific work experience in project management of EU funded Programmes or cross border cooperation projects, preferably in fields relevant to the assignment (grant schemes project implementation, programme/project management, project monitoring, project document preparation and similar activities);
  - (Professional experience should be proven by insurance documentation or copies of employment contracts, translated in English);
- Fluency in both written and spoken English;
- He/she must have experience in performing Information and Communication tasks.
- Very good computer skills: MS Office including Word, Excel, and PowerPoint;
- Driving license B would be necessary.

***Additional qualifications to be considered as assets:***

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- Professional experience managerial bodies of the IPA Programmes of the eligible area.
- Knowledge and experience of EU procurement procedures and of relevant EU documents and procedures (PRAG rules, IPA III regulation and the relevant CBC programme).
- Knowledge in matters of public administration procedures and legislation
- Excellent drafting, presentation and communication skills;

### *Location*

The Antennae Office is located in Elbasan, Albania.

### *Reporting*

Formally, the Project Antennae Officer will report to the Head of JTS in Struga, as well as to the Albanian CBC Structure, and (if needed) to the Project Manager appointed by the MoLSG. He / She will prepare a monthly report about the implementation of the administrative and logistic tasks related to the internal functioning of the JTS including activities in the Work plan. He / She each month will prepare a timesheet and will submit to the Head of JTS for approval. The Head CBC Structure of Albanian should adopt the approved Timesheet by the Head of JTS.

### *Application procedure*

Interested applicants should submit in hard copy

- A motivation letter in English;
- A CV in English (suggested europass format);
- Degrees/Diploma for the relevant education, Certificates, trainings, or any other relevant document related to the education;
- A copy of the documentation proving the working experience as described in this ToRS;
- Copy of a valid Identification Document, or Passport;
- To avoid the rejection of the application, all the supporting documents should be included in the application as requested.

All documentation should be submitted in English; if not in English, accompanied by English translation (unofficial translation).

The CV and supporting documents submitted shall be examined in order to assess the compliance with the selection criteria. The Selection Committee will evaluate the education and length of professional





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experience of candidates, as stated under the required qualifications section, based on the documentation submitted.

The Selection Committee will select the appropriate applicant per position, taking into account the sum of the applicant's scores in the CV evaluation, the Written Test, and the Interview. The Selection Committee will draw up a ranking list of the interviewed applicants. In each stage of the selection procedure all candidates will be notified by e-mail, sent to the addresses indicated in the CVs.

All candidates meeting the required qualifications will be invited to an interview, where their qualitative professional experience and respective qualifications and competencies (and the Written Test) will be assessed.

The recruitment process will be managed jointly by both CBCSs, the State Agency for Strategic Programming and Aid Coordination, in the Republic of Albania, and the Ministry of local Self Government in the Republic of North Macedonia.

The successful Project Antennae Officer applicant will sign a contract with the State Agency for Strategic Programming and Aid Coordination, Republic of Albania. The official working language of the Programme is English.

### ***Administrative Elements***

#### *1. Contesters/participants will be asked to have:*

- a. Good Knowledge of the Programme IPA III CBC North Macedonia – Albania 2021-2027: <https://ipacbc-mk-al.eu/web/wp-content/uploads/2023/10/Annex-1.pdf>
- b. Good Knowledge of PRAG Rules: [ePRAG - EXACT External Wiki - EN - EC Public Wiki](#)
- c. Good knowledge of the Albanian Labor Code: <https://qbz.gov.al/preview/c1c18a6c-5f3e-457d-b931-de505b3c7ed0>

#### *2. Evaluation.*

- Their qualification will be done based upon the above qualification requirements.
- Contesters/participants qualified to enter the test will be evaluated based on the following norms:
  - Dossier: up to 40 points.
  - Written testing: up to 20 points.
  - Interview: up to 40 points.

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**Only applicants scoring more than 70 points in total will be considered eligible. The applicant with the highest score will be selected.**

**Deadline for application:**

All candidates must send the expression of interest and all supporting documents by post until (*to be added*) to the following **address**:

***State Agency for Programming Strategic and Aid Coordination, Rruga “Kuvajt”, Tirana, Albania***

Subject: *“Application for Project Officer, Antenna Elbasan, IPA III CBC North Macedonia-Albania”*

***Note***

The above job description describes the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

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