

# We are hiring!

We are hiring staff in the frame of the project “**Saraj and Lebane together for green tourism – GREEN TOUR**”. This is a 18 months cross-border project funded by the Cross-border Cooperation Programme Serbia – North Macedonia 2016-2020 under the Instrument for Pre-accession Assistance (IPA II), allocations 2018, 2019 and 2020 (*Reference: EuropeAid/173818/ID/ACT/Multi*. Project Partners, besides the leader, Municipality of Saraj (North Macedonia) are Municipality of Lebane (Serbia) and the CSOs ZIP Institute (Skopje, North Macedonia). *Overall Objective* of this project is to improvement of the touristic offer and development of joint sustainable tourism products and destinations in Saraj and Lebane. *Specific Objective*: (1) Touristic offer, products and destinations increased; (2) Visibility of cultural, historical and natural resources and selected destinations is furthered”.

The project intends to achieve the following *intermediate outcomes*:

- Public tourism infrastructure are improved in terms of upgrading of facilities for environment friendly touristic activities, pollution reduction and sustainable development
- The touristic offers from Saraj and Lebane is increased in terms of common natural, and cultural heritage and values”

## Target groups

- About 40 Tourist organizations, tourist agencies and representatives from the Local Self-Government related to tourism (municipal administration, tourist organization, public utility companies) - who will strengthen their capacities and competencies for the management of tourist goods from Skopje and Jablanica district
- 100 business entities (with about 400 employees), small producers and employees in hospitality sector In Saraj and Lebane.

## Final beneficiaries

- About 220,000 tourists who annually visit the region of southern Serbia (Devil 's town, Sijarinska Banja, Vlasinsko Lake, Radan Mountain, Prolom Banja, City of Nis, City of Leskovac)
- About 380.000 tourists who annually visit Skopje region · Public officers and public employees of the Municipality of Saraj and Municipality of Lebane.

The intervention logic has been conceived to promote an effective cross-border cooperation between the co-applicants located on the two municipalities Saraj and Lebane, this Ifirst intended and valued as the main touristic attraction in North Macedonia and target area in CBC programme. The Project te am will act as unique under the coordination of the Project Manager and along the joint decision procedures envisaged within the project. The Project also has to consider the due cross cutting issues:

- Gender equality and promotion of equal opportunities;

- Protection and promotion of ethnic minority rights;
- Democratic standards, anti-discriminatory practices and good governance;
- Protection of environment and preservation of natural resources and biodiversity;
- Integration of persons with physical and mental disabilities (accessible tourism).

## Open Position

**Project Manager** (1 position for period of 16th months -80%)

### **Note:**

✓ *The staff member will be hired by ZIP Institute (Skopje, North Macedonia) thus should be able to work in Republic of North Macedonia.*

✓ **Start date/project duration:** 27<sup>th</sup> July 2023 - 27<sup>st</sup> January 2025 (18 months)

**Project Manager (hired by ZIP Institute, R. of North Macedonia)**

## Detailed description

Project Manager will be the person in charge for the management of the whole CBC action. This is a **part-time position** (80% of the time) and his/her role includes planning and coordination of CBC activities as well as the joint financial management and joint reporting. He will be the head of the CBC Operative Committee and will report directly to the CBC Steering Committee.

The *main responsibilities* of the Project Manager include, but are not limited to:

- Planning and coordination of the CBC activities
- Coordination of the Project staff under the project from both countries (North Macedonia and Serbia)
- Perform duties in full compliance with donor's regulations and rules, municipal's policies and standard operating procedures, including internal controls;
- Review and verify financial transactions, activities, and documentation;
- Draft narrative reports and supervise the financial expenditure under the project;
- Communicate with CBC Operative Committee's members, CBC Steering Committee and municipal staff and other relevant stakeholders

## Required Qualifications

- University degree, preferably in Management and/or relevant working experience

- At least 5 years of experience in managing projects (working on infrastructure projects and/or a regional experience will be considered an asset);
- Good knowledge of EU Project Management rules, procurement and regulations gained while working on at least one (1) EU funded project;
- Good public relations skills;
- Excellent oral and written communication in Macedonian and Serbian;
- Excellent oral and written English language communication skills;
- Advanced computer skills, especially MS Excel and MS Word, internet browsing and e-mail communication;

#### **Accountability and Working Relationships**

- Accountable to the Municipality of Saraj, CBC Operative Committee and CBC Steering Committee;
- Works closely with all members of the Project Team;

#### **Competences**

- Great attention to details, precision and accuracy in performing tasks
- Proactive, creative, solution-oriented person
- Good time management skills
- Flexibility and adaptability of the work challenges
- Ability to meet deadlines, work on own initiative and consult where appropriate
- Team Work
- Availability and willingness to travel
- Highly motivated self-starter
- Intercultural sensitivity and awareness is a must

**Salary: 832 euros per month (exchanged in Macedonian denars).**

#### **Application process:**

Candidates can apply by submitting a one-page cover letter stating why they are interested in this position, what they would bring to the role and how they fit the person specification. This letter should be submitted with a CV [greentour@zipinstitute.mk](mailto:greentour@zipinstitute.mk) by 16:00 hrs. October , 3<sup>th</sup> , with “1) Project Manager” in the subject line.

The selection process is conducted in two phases and in multiple languages. The first is CV and cover letter assessment. The second is an interview scheduled on October 5<sup>th</sup> , 2023. The selection panel is made of 3 members of the project partners. The final decision will be made on October 6<sup>th</sup> 2023 and the selected

staff member will be expected to start on October 6<sup>th</sup> 2023.