



THE EUROPEAN UNION'S CROSS BORDER COOPERATION PROGRAMME

IPA CROSS-BORDER COOPERATION PROGRAMME REPUBLIC OF NORTH MACEDONIA – REPUBLIC OF ALBANIA 2014-2020

Terms of Reference (ToR)

For the Position of “Antenna Project Officer”

Background

The State Agency for Strategic Programming and Aid Coordination, as the Operating Structure (OS) in Republic of Albania, in agreement with the Ministry of Local Self-Government, as the Operating Structure in the Republic of North Macedonia, publishes a public call for expression of interest in order to proceed with the recruitment of one (1) Project Antenna Officer of the IPA II, Operating Structures- in Cross border Programme North Macedonia - Albania 2014-2020.

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 2014-2020.

Contracting Authority

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

This position will be financed under the “Technical assistance for the Cross– border Cooperation Programme North Macedonia – Albania in the framework of IPA 2”, GCTA2021/428-690.

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 specialized also in Communication and Information.

Under the supervision of the Head of JTS, the Project Antenna Officer will be responsible for all matters

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relating to the management and implementation of the Programme, including the coordination of specific activities.

He/She will be the contact to applicants and project partners for providing advice and information on project preparation, implementation issues and reporting in the programme area

He/She will play a fundamental role on contract reporting, administration of resources, 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 Project Antenna 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 Project Antenna Officer shall discharge his/her duties full time in the office and on the field (40 hours per week).

Essential Job Functions

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

- Assist the JTS and Operating Structures in preparation of the implementation of actions 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 to the Head of JTS in preparation of the draft Guidelines for Applicants, Application form, Tender Dossier and relevant grant aid documentation for the Calls for Proposals;
- Support the organization of the Joint Monitoring Committee (JMC) and Operating Structures meetings, as well as provide secretarial support, keeping, designing and distribution of minutes of the meetings.
- Support the Operating Structures in the management of the TA grant contract and take care of all expenditures related to its implementation. Timely preparation and submission of all administrative and financial requests for the proper management of the TA grant contract.
- Provide administrative and logistic assistance to the joint management structures and national authorities of both countries;
- Assist Operating Structures 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 2014-2020.
- Assists Operating Structures 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.
- Support the Contracting Authority of the programme on the publicity and information activities related to Call for Proposals (e.g. publications, timeline of the info-sessions, and other relevant

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THE EUROPEAN UNION'S CROSS BORDER COOPERATION PROGRAMME

information in the website).

- Support and assist the CA and the Operating Structures 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;
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- Administrative tasks and support to the beneficiaries;
- Take all appropriate measures to ensure that nationally and regionally published Call for proposals reaches the target groups in line with the requirements of the Practical guide (PRAG) and other relevant procedures in full collaboration with Operating Structures
- Support the application process, including information and advice to applicants in understanding application forms and formulating relevant project proposals
- Within the selection of projects process collects and registers incoming project proposals and notifies each applicant in writing of the result of the selection process;
- Collection and review of technical reports from the beneficiaries and forward them to the Contracting Authorities;
- Hold regional information sessions for the beneficiaries (Grantees) in order to present the main requirements of the project implementation and reporting with other colleagues from JTS and OSs;
- Support the implementation of the funded projects by providing training and advice to the grantees for the successful completion of the projects such as implementation and reporting manuals, instructions, consultancy, etc.;
- Cooperation with organizations, institutions and network relevant for the objectives of the programme;
- Monitoring (preparation and participation in monitoring visits; preparation of monitoring reports)
- Conduct operations level monitoring and report on the monitoring findings to the Operating Structures and the Contracting Authority (EUD 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 Operating 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, Operating Structures and EU Delegation.

Profile and qualifications

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- University degree or Diploma in Law, Public Administration, Economics, Business administration, or any related relevant fields;
- Minimum of 5 years of relevant professional experience;
- He/she must have management experience in project administration of EU funded or other international-donor funding programmes/projects, management experience in administration or NGO sector. (Professional experience should be proven by insurance documentation or copies of employment contracts, translated in English);
- Fluency in both written and spoken English and Albanian;
- Very good computer skills: MS Office including Word, Excel, and Power Point, Internet;
- Very good communication skills, creative and problem-solving oriented;
- Driving license would be a condition.

Additional qualifications to be considered as assets:

- Previous experience in project preparation, implementation and/or monitoring and evaluation.
- Knowledge and experience of EU procurement procedures and of relevant EU documents and procedures (PRAG rules, IPA II regulation and the relevant CBC programme);
- Knowledge in matters of public administration procedures and legislation,
- Excellent drafting, presentation and communication skills;
- Good knowledge of an additional EU language is an asset;
- 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.

Location

The Antenna Office is located in Elbasan, Albania.

Reporting

Formally, the Project Antenna Officer will report to the Head of JTS in Struga, as well as to the Operating Structures.

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 of Albanian Operating Structure should adopt the approved Time sheet by the Head of JTS.

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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 ToR;
- Copy of a valid Identification Document, signed with the original signature of the applicant on it;
- 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 experience of candidates, as stated under the required qualifications rubric, based on the documentation submitted. 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 Selection Committee will select the appropriate applicant per position, taking into account the sum of the applicant's scores in the CV evaluation and the interview (and the Written Test). 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.

For successful applicant that will be employed by SASPAC before the signing of his/hers employment contract, an official document should be submitted verifying that there is no criminal record.

The recruitment process will be managed jointly by both Operating Structures, the State Agency of 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 Antenna Officer applicant will sign a contract with the State Agency of Strategic Programming and Aid Coordination, Republic of Albania. The official working language of the

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Programme is English.

Administrative Elements

1. *Contesters/participants will have added value in scoring with knowledge of the following areas:*
 - a. Knowledge of the Programme IPA II CBC North Macedonia – Albania 2014-2020:
<https://ipacbc-mk-al.eu/>
 - b. Knowledge of PRAG Rules:
<https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG>
 - c. Knowledge of Code of Ethics

Evaluation process

- 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 15 points.
 - Oral testing: up to 25 points.
 - Written testing: up to 60 points.

The final selection will be for the best of those who reach more than 70 points in total.

Deadline for application:

All candidates must send the expression of interest and all supporting documents by post to State Agency for Strategic Programming and Aid Coordination, Street Kuvajt, Tirana, Albania with subject: Application for Project Antennae Officer (Elbasan) of North Macedonia – Albania Programme by 19 July 2023, 16:30 at latest. The date of submission will be verified by the post/courier stamp/deposit slip. An application submitted after the above deadline will automatically be rejected. The expression of interest cannot be submitted via e-mail.

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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