

VACANCY ANNOUNCEMENTS FOR NON-KEY EXPERTS

**EU funded project “Technical Assistance for improving the enabling environment for Civil
Society Organisations in the Republic of North Macedonia”
Identification Number: EuropeAid/140131/DH/SER/MK**

The EU funded project “Technical Assistance for improving the enabling environment for Civil Society Organisations in the Republic of North Macedonia” is looking for experienced experts for specific assignments supporting the implementation of the project. The project aims to support the Government in enhancing the enabling environment for civil society, and at the same time to provide support to small and grassroots' organisations in capacity building and developing their sustainable operational ability.

The project is implemented by a consortium led by Corporate & Public Management Consulting International (CPM) through two components: Component 1) Support the implementation of the main objectives from the Government Strategy for Cooperation with civil society (2018-2020) – Priority I, and Component 2) focusing on implementation of the in-kind direct support through Civil Resilience Mechanism (CRM) tailored to the needs of the civil society in the Republic of North Macedonia. The CRM program provides flexible, transparent, and accessible direct support to rights-based, public benefit work carried out by civil society organisations.

EXPERT PROFILES AND SELECTION CRITERIA

1) SENIOR NON-KEY EXPERT ON THE REFORM OF THE SYSTEM OF STATE FUNDING OF CSOs

Inputs: Up to 20 working days between April and September 2023 (**one position**)

Qualifications and skills:

- University degree in finance, economics, public administration, or any area with relevance to the assignment;
- Good computer skills (command of Microsoft Office);
- Excellent command of written and spoken English, knowledge of local languages is an asset;
- Excellent moderation, communication and interpersonal skills;
- Excellent writing and analytical skills.

General professional experience:

- At least 7 years of general professional work experience in the fields relevant to the assignment.

Specific professional experience:

- At least 5 years of professional experience in the area of public finance;
- Demonstrated experience in the specifics of financial sustainability of CSOs;
- Ability to analyse complex information from different sources and to synthesize and formulate conclusions.

Responsibilities: To provide support to the TA project team through in depth analysis of state financing of CSOs, cross-referencing data between Treasury data, the Unit for cooperation with CSOs of the General Secretariat data and other CSO data available, develop materials to communicate findings to the general public, as well as undertake capacity building for future analysis to state administration bodies responsible for cooperation with CSOs.

2) SENIOR NON-KEY EXPERT ON INCLUSION OF CSOs IN THE POLICY MAKING

Inputs: Up to 25 working days between April and September 2023 (**one position**)

Qualifications and skills:

- University degree in law, political sciences, social sciences, economics, public administration, or any area with relevance to the assignment;
- Good computer skills (command of Microsoft Office);
- Excellent command of written and spoken English, knowledge of local languages is an asset;
- Excellent moderation, communication and interpersonal skills;
- Excellent writing and analytical skills.

General professional experience:



- At least 7 years of professional working experience in fields such as civil society and/or human rights, and/or democracy, good governance and rule of law.

Specific professional experience:

- At least 5 years of professional experience in the field of EU integration, public administration, governance, civil society;
- Demonstrated professional working experience on institutional framework for cooperation with civil society;
- Ability to analyse complex information from different sources and to synthesize and formulate conclusions.

Responsibilities: To provide support to the TA project team through preparation of the overview of the state of play regarding CSO inclusion in policy making at central and local level; discussion of findings with key stakeholders through interviews, focus groups and meetings and preparation of an analytical report with recommendations on advancing the legal framework for CSO participation in policy and decision making at central and local level.

3) SENIOR NON-KEY EXPERT – CIVIL RESILIENCE MECHANISM (CRM) LEAD IMPLEMENTATION EXPERT

Inputs: Up to 60 working days between April and September 2023 (**one position**)

Qualifications and skills:

- University degree in law, public administration, political sciences, social science, economics or any area with relevance to the assignment;
- Good computer skills (command of Microsoft Office);
- Excellent command of written and spoken English;
- Excellent communication and interpersonal skills;
- Excellent writing and analytical skills.

General professional experience:

- At least 7 years of work experience in the fields such as civil society and/or human rights, and/or democracy, good governance and/or rule of law.

Specific professional experience:

- At least 5 years of professional experience in management, monitoring and evaluation of programmes/ projects financed by the EU; including financial management; development of operational procedures for managing and monitoring at project level; reporting;
- At least 3 project experience related to monitoring actions implemented by the civil society, local authorities, youth groups;
- Proven experience with rights-based approach (RBA);
- Proven work experience with local municipalities, civil society organisations, local councils, business, media, donors' community is an asset.

Responsibilities: To provide support to the TA project team in overseeing and coordinating the CRM in-kind support programme implementation and provide regular reports on the status of the implementation of CRM actions. The expert will also undertake a in depth analysis and cumulate all lessons learned from the CRM in-kind support programme implementation.

4) JUNIOR NON-KEY EXPERT– CIVIL RESILIENCE MECHANISM (CRM) PROCEDURES COMPLIANCE EXPERT

Inputs: Up to 40 working days between April and September 2023 (**one position**)

Qualifications and skills:

- University degree in economics, finance or a related field or any area with relevance to the assignment; In the absence of a university degree, equivalent professional experience of at least 3 years in addition to the requirement of at least 3 years of general professional experience;
- Sound knowledge of EU financial and budgetary regulations;
- Good communication and Computer skills (command of Microsoft Office (Word, Excel, Power point, etc.) and the Internet);
- Language: excellent command of written and spoken English, Macedonian and/or Albanian;
- Excellent analytical skills, attention to detail.

General professional experience:

- At least 3 years of work experience in project implementation and related financial reporting and/or bookkeeping.

Specific professional experience:

- At least 3 years of professional experience working with the EU funded projects.
- Proven experience in project implementation phases with report drafting.



- Experience in audit procedures under EU funded projects is an advantage.

Responsibilities: The CRM Procedures Compliance expert will support the TA project team, mainly TL/KE2 in the day-to-day activities related to the implementation and reporting, in line with the CRM documents and timeline approved by the CA/EUD. Moreover, the CRM Procedures compliance expert will provide support to the CRM Focal points and CRM beneficiaries during the implementation phase of the approved actions and ensures that all CRM activities related project expenditure incurred is authorized and recorded in line with EU and internal project guidelines, including proper document format, content and flow under the supervision by the TL/KE2.

5) JUNIOR NON-KEY EXPERTS – CIVIL RESILIENCE MECHANISM (CRM) FOCAL POINTS (RE-ADVERTISEMENT)

Inputs: up to 40 working days each expert from April – September 2023 (**several positions in different regions of North Macedonia**)

Qualifications and skills:

- University degree in law, public administration, political sciences, social science, economics or any area with relevance to the assignment;
- Good computer skills (command of Microsoft Office);
- Excellent command of written and spoken English, Macedonian and/or Albanian;
- Outstanding communication and interpersonal skills;
- Excellent writing and analytical skills.

General professional experience:

- At least 3 years of work experience in the fields such as civil society and/or human rights, and/or democracy, good governance and rule of law

Specific professional experience:

- At least 3 years of professional experience working with the civil society development, anti-discrimination, human rights, and good governance, gender;
- At least 1 project experience related to monitoring actions implemented by the civil society, local authorities, youth groups, gender issues;
- Knowledge and experience in working with minority issues, gender, youth, environment, interethnic relations etc.
- Proven experience in project implementation phases with report drafting;
- Proven experience in project monitoring, developing monitoring matrix, collecting data, field work, analysing;
- Proven work experience with local municipalities, civil society organisations, local councils, business, media, donors' community is an asset;
- Excellent planning, organisational skills, writing Minutes of Meetings, reporting;
- Experience in grant management is an advantage.

Responsibilities: To provide support to the TA project team, mainly TL/KE2 and the CRM Coordinator in the day-to-day activities related to the implementation/monitoring of the CRM programme, provide the help-desk support to the CRM potential beneficiaries throughout the country in the request for support process, during the implementation phase of the approved actions and ensure proper monitoring of the actions' implementation under the guidance by the CRM Coordinator and supervision by the TL/KE2.

APPLICATION

Interested candidates that fulfil the above criteria, shall submit an EU format CV in English language to recruitment@cpmconsulting.eu and kepuska@cpmconsulting.eu by **11 April 2023 at 16:00 CET, indicating the respective profile in the subject.**

Only short-listed candidates will be contacted by e-mail. Applications sent after the deadline will not be taken into consideration.

