

“Innovative digital municipal solutions in Municipality of Tetovo” is a European Union co-funded project with a duration of 40 months and a budget of 616,055.76 €. The specific objective of the project is the application of an ICT solution for improving urban & inspectors’ municipal services. The activities include the development of a tailor-made ICT platform and capacity building for municipal staff as well as the promotion of the use of the ICT solution by citizens and enterprises. Based on Article 22 paragraph 1 line 5 of the Law on Public Employees, and with reference to the grant contract signed between the Delegation of the European Union to the Republic of North Macedonia and the Municipality of Tetovo as the lead applicant, the Municipality of Tetovo hereby publicly announces

**PUBLIC ANNOUNCEMENT**  
**Of opening the process to recruit two employees**  
**to work on a fixed-term project**

I. Municipality of Tetovo plans to give an employment contract, for two jobs being part of the above-mentioned project, and therefore invites interested candidates to apply for the positions as described hereafter:

**1. Project Coordinator - 1 (one) employee**

As the project coordinator you will lead a team of professionals implementing a challenging innovative project of municipal services digitalisation that already now achieves visibility and is expected to become exemplary for other municipalities in North Macedonia.

You will be responsible for the overall coordination of all activities foreseen to be implemented as part of the project and in this function report directly to the Cabinet of the Mayor. Your tasks are to some part related to general management of the project, but at the same time you will be the senior organisational and ICT professional in the project overlooking and understanding all technical challenges and providing advice to the team members.

Specifically, you will

- Communicate regularly with all team members, internal staff and staff of the partner institutions implementing the project, as well as external contractors and service providers, monitor their work, give advice, define standards and goals of performance
- Coordinate the work processes between the Applicant (Municipality), Co-Applicant (Albiz Foundation) and Associates (EU partners), prepare and agree the work plan, including timely delivery of services and quality control
- Prepare the progress and final reports, request and consolidate the contributions from implementing partners, be responsible for obtaining, verifying, and consolidating this information before passing it on to the Contracting Authority
- Prepare the payment requests in accordance with the contract

- Prepare the procurement of goods, services, or works under the grant contract, draft and review the technical specifications for the suppliers, document the evaluation process of the offers, support drafting the supply contracts, seek legal advice when needed, be responsible for the compliance with national legislation and the procedures of the grant contract
- Be involved in the functional analysis of the departments and (re-)design of workflows to be digitalised, suggest organisational changes when needed, contribute to the software and system design, UX design, selection of the software architecture, be aware of compatibility requirements, needs of training for the municipal staff
- Communicate and coordinate with state level governmental institutions in charge of digitalisation and coordination of the national and the municipal digitalisation strategy, interoperability system, national portal for services, e-government, e-ID, e-payment, data protection, data security and disaster backup, national and municipal data centre, especially the Ministry of Information Society and Administration, the Ministry of Local Self-Government, the National ICT Council, the Agency for Electronic Communication, the Broadband Competence Office, and other stakeholders
- Represent the project on conferences, workshops, platforms, support the visibility and dissemination activities, provide briefing for the Mayor when participating in events or in media activities
- Provide information on request of the Contracting Authority (EU Delegation) and/or the Technical Assistance especially for a review of the project implementation
- Support the Cabinet of the Mayor in their official communication with the Contracting Authority, especially regarding the obligations as given by the grant contract, e.g. related to any event likely to affect or delay the implementation of the action or any change in the legal, financial, technical, organisational or ownership situation of any of the beneficiary(ies), as well as, of any change in the name, address or legal representative of any of the beneficiary(ies)
- Communicate regularly with the auditor, clarify open questions with the auditor or if necessary, with the Contracting Authority
- Be responsible in the event of audits, checks, monitoring or evaluations, as described in Article 16 of the General Conditions of the Grant Contract for providing all the necessary documents, including the accounts of the beneficiary(ies), copies of the most relevant supporting documents and signed copies of any contract concluded according to Article 10 of the general Conditions, be authorised to request and compile such information from internal and/or external partners

### ***We look for (Selection Criteria)***

Candidates will be selected based on the following requirements:

- *University degree or diploma*
  - Master degree in organisational sciences and/or ICT or alternatively a university degree in any relevant discipline (e.g. law, public administration, or economy) with post graduate specialisation in organisational sciences and/or ICT or alternatively a proof of a minimum of 10 years of practical experience in leading and implementing major organisational and ICT projects in public administrations;
- *Professional experience*

- Proof of a minimum of 5 years practical experience in implementing ICT projects in public administration or at least 3 years in leading a major organisational and/or ICT project in private or public sector
  - Knowledge of agile project management, e.g. Scrum
  - Knowledge of state-of-the-art software technologies, architectures, platforms, mobile applications
  - Experience in workflow analysis and design, digitalisation of processes
  - Knowledge of working with geographical data information, especially cadastre
  - Knowledge of legislation that is relevant for public administration, municipal service delivery, personal data protection, electronic identity, electronic signature, electronic archiving, data security and disaster backup
  - Knowledge of EU standards in the above-mentioned areas
- *Languages*
    - Excellent writing and speaking skills of English and Macedonian language, Albanian would be an additional asset

### ***What we offer***

If successful, you may be offered employment on a fixed-term contract. You will receive a basic monthly gross salary of 1.000 €. The contract is on a fixed-term and will last 40 month. The project coordinator will work with full time allocation (100%).

## **2. Administrative Assistant - 1 (one) employee**

As the Administrative Assistant you will be part of a team of professionals implementing a challenging innovative project of municipal services digitalisation.

You will be responsible for the overall administrative management of all activities foreseen to be implemented as part of the project and in this function report directly to the Project Coordinator.

You will support the Project Coordinator in all duties, mainly focussing on administrative support to allow the Project Coordinator concentrating on the tasks as the senior organisational and ICT professional in the project rather than being occupied by administrative management tasks.

You will coordinate and organise the events that are foreseen in the work plan, related to the design and launching of the ICT platform, e.g. the hackathon and the selection of sub-grants, the Smart City forum as well as all joint efforts with the co-applicant in relation with promotional activities.

You will organise and manage the electronic files archive of the project that will allow instant access to all relevant project documents and data, for reviewing, monitoring and audit.

You will prepare and draft legal documents related to the contracts with the suppliers of goods, services and works. You will edit handbooks and other training materials. You will prepare presentations for events, conferences, seminars, workshops, and media publications.

You will manage the result-oriented monitoring system, track, and report about the performance indicators.

You will assist the Project Coordinator in preparing reports and documenting meetings.

### ***We look for (Selection Criteria)***

Candidates will be selected based on the following requirements:

- *University degree or diploma*
  - University degree in any relevant discipline, preferably in organisational sciences, ICT, legal, public administration, management, economy, accounting
  
- *Professional experience:*
  - Proof of a minimum of 3 years practical experience in project administration and/or management, preferably in relation with public sector institutions
  - Practical experience in administrating or managing donor funded projects, preferably EU (co-)funded projects
  - Knowledge of EU project implementation rules
  - Experience in preparing and managing project related documentation, files, and archive
  - Experience in organising events and providing logistic support
  - Experience in preparing visibility materials
  - Knowledge of accounting rules, financial reporting in projects
  - Basic knowledge of public procurement
  
- *Languages*
  - Excellent writing and speaking skills of English and Macedonian, Albanian will be considered as an additional asset.

### ***What we offer***

If successful, you may be offered employment on a fixed-term contract. You will receive a basic monthly gross salary of 50 % of 650 €. The contract is on a fixed-term and will last 40 months. The administrative assistant will work with part time allocation (50%).

### ***II. Applications and selection procedure***

**Deadline for applications is 17.03.2022.** You can apply by sending your Europass – CV and letter of motivation in English at the address of the Municipality of Tetovo str. “Dervish Cara” n.68, Tetovo. Also, together with your CV and letter of motivation you need to send all the necessary documents proving that you meet the required criteria for the job position that you are applying for.

**We appreciate the submission of all documents in electronic form, preferably PDF, by email to [cabinet@tetovo.gov.mk](mailto:cabinet@tetovo.gov.mk) and [rugova.kurtishi@tetova.gov.mk](mailto:rugova.kurtishi@tetova.gov.mk) , with the subject “Innovative digital**

municipal solutions – job application” and indicating the position you want to apply for, either Project Coordinator or Administrative Assistant.

Only applicants who best meet abovementioned criteria will be considered for the next stage, which will consist in taking an interview. Further information on the interview process will be provided to the selected candidates due course.

As an equal opportunity employer, the Municipality of Tetovo welcomes applicants from all suitably qualified candidates, irrespective of sex, gender, marital or parental status, ethnic or social origin, disability, religion or belief.

In case that none of the applications meets the selection criteria for the advertised job, the selection committee reserves the right either to extend the deadline for applications or to lower some of the requirements. However, the professional experience as stated above is obligatory, but candidates with less years of experience might be considered as eligible.