

Terms of Reference – Project Officer

Position: Project Officer in the Joint Technical Secretariat (hereinafter “the JTS”) for the IPA Cross-border Cooperation Programme Serbia – North Macedonia 2016-2020 (hereinafter “the Programme”)

Location: Joint Technical Secretariat in Leskovac

Expected duration: tentatively 1 February 2022 – 30 April 2023, with possible extension

Overall objective

Technical assistance under the programme will be made available via the direct award of a grant contract following the invitation to submit an application by the Delegation of the European Union to Republic of Serbia where the Contracting Authority (CA) for the programme is located to the Operating Structure (OS) in the same country, in accordance with Article 190 of the Financial Regulation and Article 266.1 (b) of the Rules of Application. Such grant contract will hereinafter be referred to as ‘TAGC’. It will finance a) the fees/salaries of the JTS staff and other experts; b) travel costs and per diems for business trips; c) costs associated with vehicles and equipment for the use of the Operating Structure / Partner Beneficiary Operating Structure /JTS staff; d) office accommodation, utilities and stationery; e) costs of meetings, field visits and events; f) costs of sub-contracted services (e.g., translation, interpretation, publications, expenditure verification); g) costs related to communication and dissemination of results and outputs; and h) other costs such as insurance, competitions and even small scale works. Through the technical assistance contract, main office located in Leskovac (Republic of Serbia) and its Antenna in Kumanovo (Republic of North Macedonia) were established. The JTS is in charge of the day-to-day management of the Programme and will be reporting to the OSs and JMC.

In line with the TAGC and the relevant documents and procedures agreed between the participating countries (protocol of joint management, Joint Monitoring Committee RoP, manual of procedures for the JTSs) and between the participating countries and the European Commission (framework agreements, financing agreements, the relevant cross-border cooperation programme), the JTS Project Officer shall, under the direction of the Head of the JTS, be responsible for:

- Monitoring and reporting on the implementation of individual projects
- Monitoring and reporting on the implementation of the programme
- Provision of information and advice to potential applicants and beneficiaries
- Fulfilment of any other tasks assigned by the Head of the JTS (e.g., preparation of programme publicity materials, management of natural and legal entities sub-contracted under the TAGC)

As the JTS premises have at least two locations: the main and the antenna office, and as the CBC operations must be monitored, a certain amount of travel can be expected.

Responsibilities and tasks

The JTS Project Officer will not be responsible for all tasks below; the Head of the JTS will decide which should be assigned to which Project Officer, including the particular projects to be managed.

Managing the TAGC

- Draft procurement documentation to buy supplies and services; manage the procurement procedure and contracts, including checks on invoices and related technical documentation.
- Contribute to ensuring visibility of outputs produced under TAGC
- Contribute to preparation of application for the subsequent TAGC
- Draft interim and final reports on the implementation of the TAGC

Calls for proposals

- Organise workshops (PCM) for potential applicants.
- Organise partner search forums
- Ensure the publication/upload of calls for proposals to the programme website
- Provide support in organisation of Information sessions
- Ensure support in answering queries from interested applicants
- Provide support in the recruitment of assessors per instructions from the CA

Project implementation and monitoring

- Support in drafting an implementation package for grant beneficiaries
- Support in organisation of implementation seminars for grant beneficiaries
- Open and maintain files for each project
- Maintain a helpline for beneficiaries
- Provide advice on secondary procurement under grant contracts
- Conduct monitoring visits, draft monitoring visit reports and follow up
- Keep relevant up-to-date project information in electronic form

Programme monitoring

- Contribute to the provision and verification of data inputs on programme implementation in a regional monitoring system
- Draft annual implementation reports (or equivalent documentation for Joint Monitoring Committees not scheduled to examine such reports) and the final implementation report
- Manage evaluations conducted on the programme, cooperate with evaluators and auditors
- Draft and/or amend programme documents and relevant procedures as required
- Provide the secretarial function of the Joint Monitoring Committee and the TAGC Project Monitoring Committee
- Provide any relevant information to the operating structures in the participating countries as required
- Contribute to the capitalisation of results

Communication and visibility

- Draft, update, implement and monitor the communication and visibility plan
- Uplift and maintain the programme website
- Organise or assist with the organisation of events as indicated in the JTS work plans, timetables for calls for proposals, and/or the communication and visibility plan

- Prepare, submit and arrange the production of printed materials and other visibility items as indicated in the JTS work plans and/or the communication and visibility plan
- Establish and maintain databases for supplying data
- Ensure the suitable visibility at all programme events, on printed materials, etc. in line with visual identity rules
- Contribute to sounding out the community level visibility of the programme.

Other

- Compile documentation on strategic projects selected by the OSs outside CfP as required by the head of the JTS
- Report any identified irregularities immediately
- Record and report on exceptions to procedures
- File all documents as appropriate, either in physical or electronic form, or both
- Attend any client enquiry that do not fall under any other task
- Fulfilment of any other tasks assigned by the Head of the JTS
- Participate at meetings with the OSs, regional consultative forums and other regional events.

Professional requirements

The Project Officer must fulfill the following conditions and have the following qualifications and experience:

Qualification and skills

- University degree with minimum 4 years of general professional experience or alternatively 6 years of general professional experience following secondary education;
- Fluency in both written and spoken English and knowledge of at least one of the local languages of the beneficiary countries;
- Good communication skills;
- Computer literacy;
- Driving license.

Specific professional experience

- Minimum 3, preferably 5 years of experience in programmes/projects funded by the EU or other donors, preferably in grant schemes;
- Experience in project monitoring (preferably in ROM) or of EU-funded grant contracts

Asset:

- Experience in the Cross-border Cooperation, preferably involving IPA II beneficiaries
- Knowledge and experience of EU procurement procedures

In addition to meet the minimum selection criteria, the position of JTS Project Officer must be offered to whomever also satisfy the following criteria:

- Sound knowledge of the principles of project cycle management
- Experience in programme and/or project management in one or the two participating countries (financed from the EU or other sources)
- Knowledge of relevant EU documents and procedures (e.g., IPA II regulation, IPA II implementing regulation, framework agreements, financing agreements, centralised and decentralised implementation systems, the relevant CBC programme)

- Knowledge and experience of relevant national legislation and procedures in one or the two participating countries (e.g., working in, with or for public administration).