



Chemonics International seeks qualified candidates for three positions with a USAID-funded program that supports the country's integration into the broader Euro-Atlantic community. The project works closely with a range of partners, including national and local government entities, civil society organizations, and media actors.

To apply for the vacancy, please email your CV and cover letter to [macedoniarecruit@chemonics.com](mailto:macedoniarecruit@chemonics.com) by August 31, 2019 and indicate the position you are applying for in the email subject line. The position will be based in Skopje. Applications will be reviewed on a rolling basis and only shortlisted candidates will be contacted.

### **Position: Grants Assistant**

The grants assistant (GA) will support a dynamic team issuing and overseeing the implementation of grants to a range of governmental and non-governmental organizations in North Macedonia. The assistant is responsible for supporting one or more grants managers in all aspects of managing grants, including timely, accurate and, compliant implementation of activities, monitoring adherence to deliverables and budgeting, reviewing payment information, maintaining information databases, reviewing deliverables, and coordinating with grantees, external consultants, project management, and the program's donor. This position provides an excellent opportunity to learn and grow in the field of donor-funded grant management.

The following responsibilities are not exhaustive and do not necessarily cover every task or duty that might be assigned. Additional responsibilities may be assigned as necessary. The GA will report to a grants manager.

#### Illustrative Duties and Responsibilities:

- Support the grants manager in obtaining information for accurate budgeting, confirms cost elements, establishes milestone breakdowns.
- Assist the grants manager with effective liaising between project staff and grant recipients, providing assistance as needed in areas such as financial management, procurement requirements, and implementation planning.
- Work with the procurement staff and grantees to finalize specifications, agree on procurement, timelines, and ensures other operational considerations are addressed.
- Work in coordination with other team members to ensure compliance with USAID and Chemonics policies and procedures throughout the design, development, and implementation of grants.
- Conducts site visits to grantees during delivery of procured items.

#### Requirements and Qualifications:

- Bachelor's degree required.
- At least two to four years of relevant administrative, procurement, and/or grants management experience, preferably with donor-funded projects.
- Demonstrated experience in procurement and/or grants focused on ensuring compliance with established donor rules and local legal regulations.

- Ability to work independently with minimal supervision, to prioritize multiple assignments in an extremely fast-paced environment, to meet deadlines, and to exercise good judgment.
- Ability to effectively communicate verbally and in written form in Macedonian and English. Knowledge of Albanian preferred.

### **Program Procurement Assistant**

The Program Procurement Assistant will support a dynamic team issuing and overseeing the implementation of grants to a range of governmental and non-governmental organizations in North Macedonia. The assistant will provide procurement and logistics support to NMSI technical activities in coordination with the Procurement Specialist. S/he works closely with NMSI staff, vendors, and service providers to ensure that NMSI procurements are compliant. This position provides an excellent opportunity to learn and grow in the field of donor-funded procurement management.

The following responsibilities are not exhaustive and do not necessarily cover every task or duty that might be assigned. Additional responsibilities may be assigned as necessary. The Program Procurement Assistant will report to the Procurement Specialist.

#### Illustrative Duties and Responsibilities:

- Supports the grants managers and procurement specialists with administrative tasks related to development, implementation, and close-out of program activities.
- Liaises with grantees and vendors to collect payment, procurement, inspection, and registration related documentation as necessary.
- Assists with the project's commodity management
- Assists with the logistics of conferences, workshops, trainings, and other capacity building exercises.
- Conducts site visits to grantees during delivery of procured items.

#### Requirements and Qualifications:

- Bachelor's degree required.
- At least two (2) years of progressively responsible procurement and logistics work experience.
- Demonstrated experience in procurement and grants focused on ensuring compliance with established rules and regulations and Macedonian laws.
- Ability to work independently with minimal supervision, to prioritize multiple assignments in an extremely fast-paced environment, to meet deadlines, and to exercise good judgment.
- Ability to effectively communicate verbally and in written form in Macedonian and English. Knowledge of Albanian preferred.

### **Monitoring, Evaluation and Reporting Assistant**

The Monitoring, Evaluation, and Reporting Assistant (MER Assistant) will support dynamic and active program M&E processes and research and reporting efforts. S/he will provide research and analysis that will inform program design. The MER Assistance will also serve as a link point between program accomplishments and results and is responsible for collaborating with wider program team to articulate data in digestible and reportable fashion, contributing to periodic reporting.

The following responsibilities are not exhaustive and do not necessarily cover every task or duty that might be assigned. Additional responsibilities may be assigned as necessary. The MER Assistant reports to the monitoring and evaluation officer.

Illustrative Duties and Responsibilities:

- Analyze North Macedonia's rapidly changing environment and contribute to program meetings, rolling assessments, grantee events, and strategy review sessions.
- Contribute/lead periodic program and ad hoc reporting as requested by the Chief or Party and/or USAID, including any monthly, semi-annual, or annual reporting.
- Assist in the design of data collection tools and strategies, allowing for qualitative and quantitative analysis efforts. Support development of tools for assessments and analysis.
- Contributes to data analysis and impact assessments.
- Supports the monitoring and evaluation officer in creating and customizing database reports and charts as well as reviewing all database information for accuracy, consistency, and completeness.

Requirements and Qualifications:

- Bachelor's degree required.
- Strong knowledge of qualitative and quantitative research methodologies.
- Demonstrated analytical ability and understanding of local and regional political context, knowledge of media environment and trends, with the ability to think creatively in conceptualizing research.
- Ability to work independently, to be able to accept and discharge substantial responsibilities, to prioritize work assignments, to meet deadlines, and to exercise professional judgment in a fast-paced work environment.
- Excellent (fluent level) written and verbal communication skills both in English and Macedonian.