

JOB DESCRIPTION

DEPUTY TEAM LEADER E4E@MK (80%)

AND

HELVETAS PORTFOLIO DEVELOPMENT COORDINATOR (20%)

Project	Education for Employment on North Macedonia (E4E@MK)
Location	Skopje
Position	Total - 100% Deputy Team Leader E4E@MK - 80% Helvetas Portfolio Development Coordinator - 20%
Reports to	Team Leader

GENERAL DESCRIPTION - DEPUTY TEAM LEADER E4E@MK - 80%

The Deputy Team Leader approves proposed project interventions based on the ProDoc and the YPOs

She / he has the overall responsibility for the professional implementation of project interventions

She / he leads the selection process of national service providers and consultants

She / he supports E4E@MK management processes

She / he establishes and ensures good relations with VSD system actors

She / he is responsible for knowledge management and capitalization of project experiences

TASKS AND RESPONSIBILITIES

- Ensures result-oriented interventions (reaching performance indicators) and implementation (using value for money criteria)
- Advice and supports the VET Lead and the Private Sector Lead in planning and implementation of project interventions
- Prepares the yearly procurement plan and ensures proper implementation of procurement processes
- Leads the selection process of external service providers and consultants incl. due diligence and risk assessment
- Reviews and approves financial reports/ payment documentation from partners, service providers and consultants
- Supports the planning and reporting process of E4E@MK
- Ensures smooth implementation of daily operational activities of the PIU (travels, missions, procurement, day-to-day matters) and proper delegation of tasks

- Provides regular feedback on operational functioning of the PIU and recommends improvements
- Establishes good relations with new VSD system actors (BSOs, companies, municipalities, youth organisations, etc.) and strengthens the cooperation with existing VSD key actors
- Supervises the administrative support staff of E4E@MK and ensures compliance with related Helvetas regulations
- Leads the support to VSD system actors on knowledge management and capitalization of project experiences

GENERAL DESCRIPTION – HELVETAS PORTFOLIO DEVELOPMENT COORDINATOR - 20%

She / he coordinates the portfolio development of Helvetas North Macedonia

She / he contributes to the further development of the Helvetas East and Southeast Europe Programme

TASKS AND RESPONSIBILITIES

- Supports the establishment of a suitable organizational structure of Helvetas North Macedonia based on its development plans
- Coordinates the acquisition of new projects / mandates of Helvetas North Macedonia
- Manages the relations with current and potential project partners of Helvetas North Macedonia
- Contributes to the further development and the Helvetas East and Southeast Europe Programme based on the related strategy

EDUCATION AND EXPERIENCE

Mandatory:

- Academic degree in business management, project management, education management or a related science
- At least 8 years of professional experience in a management position of development cooperation projects
- Proven practical experience in leadership and project cycle management
- Very good knowledge of computer applications MS Office
- Fluent in Macedonian and English (reading, speaking, and writing)

Additional Assets:

- Knowledge of Albanian language
- Good understanding of the Macedonian Vocational Skills Development system
- Proven experience in the cooperation with the private sector
- Training or proven experience in knowledge management and learning
- Training or proven experience in organizational development

KEY COMPETENCES

- Strong leadership skills
- Strong competences in advising, coaching and mentoring
- Excellent team player and networker
- Target-oriented information and communication including new media
- Independent and well-structured mode of operation
- High willingness to learn and share knowledge
- High ability to cope with stress and great flexibility
- High responsibility and reliability
- Loyalty and discretion
- Willingness to travel in Macedonia and abroad

Interested applicants are requested to send their **CV and a Motivation Letter in English** to:
e4quotations@helvetas.org

Only short-listed candidates will be contacted, invited for an interview, and notified about the selection process.

Deadline for applications: 03.04.2023