



ИРЕКС вработува Програмски Менаџер.

Сите детали се наоѓаат во текстот подолу, а апликациите се доставуваат исклучиво преку аплицирање на следниот линк:

<https://recruiting.ultipro.com/INT1065INRE/JobBoard/86f30819-0126-446a-84bb-cf37a5e878c1/OpportunityDetail?opportunityId=2c0c0716-3f22-4303-b99a-161c64582342>

Description

About IREX

IREX is a global development and education organization. We strive for a more just, prosperous, and inclusive world—where individuals reach their full potential, governments serve their people, and communities thrive. With a projected annual portfolio of more than \$100 million and more than 600 staff worldwide, we work with partners in more than 100 countries in four areas essential to progress: cultivating leaders, empowering youth, strengthening institutions, and increasing access to quality education and information.

Position Summary

Supports the management of a project(s); supports the development of project work products, to include but not limited to, program timelines, budgets, reports, and other products/documents as identified.

IREX seeks a Program Manager (PM) candidate in North Macedonia for an ongoing five-year USAID-funded program, that started in May 2021. IREX's YouThink team envisions a future in which young people champion healthy, responsible, empathy-driven citizenship; where they can resist and help others overcome the negative impacts of misinformation and disinformation; have access to professional and relevant media that reflects their interests, concerns, and contributions; and differentiate between unverified, sensationalist content and credible, fact-based reporting. To meet those demands, YouThink envisions a Macedonian information ecosystem in which stakeholders across government, media, civil society, and the private sector have the resources, competencies, data, and legislative and policy support to respond to the threat that mis-, dis-, and mal-information pose to healthy public discourse and, ultimately, counter the type of malign, destabilizing influence that weakens public trust and exacerbates societal division.

Working with youth and local organizations, institutions, businesses, and systems as partners, contributors, stakeholders, and agents for change, including the Ministry of Education and Science (MOES), its Bureau for Development of Education (BDE), and the State Examination Center (SEC), IREX will build on the existing momentum and draw on the in-depth expertise around media literacy in North Macedonia to support a coordinated, locally-led effort to fully leverage the best of modern media literacy.

The PM will be based in Skopje, North Macedonia, report to the Project Director, and be responsible for day-to-day support of project activities, including planning, logistics, and general implementation of the project.



The PM will carry out plans and assignments, coordinate work with other team members, and proactively interpret donor and IREX guidance and policies to support implementation of the project. The Program Manager, under the overall guidance of the Project Director, develops deadlines, projects, and priorities to be completed.

S/he will also support the Project Director and YouThink Senior Technical Advisors to design and implement the ongoing activities and overall project implementation, including gathering and reporting on project progress of activities to achieve the outlined program outcomes.

Responsible for broader technical support in activities related to disinformation, misinformation and malinformation (MDM). This includes liaising with team members, CSOs and Government counterparts to inform new activity development, capacity building efforts, program learning priorities, and engagement with a broader set of national stakeholders addressing information integrity and resilience efforts.

Performs additional duties and tasks to meet the needs of the organization, team, or as assigned by supervisor.

Background and Skills

Experience

- Bachelor's Degree in a relevant field (international development, media, communications, education, or other relevant field); Master's Degree preferred.
- A minimum of 7 years relevant experience with a Bachelor's degree or 6 years of relevant experience with a Master's degree.
- Experience working with USAID projects strongly preferred.
- Proven experience managing multiple complex program activities in a demanding, time-sensitive work environment.
- Experience conducting research and the ability to proficiently articulate findings in the English language.
- Demonstrated experience supporting media literacy or information integrity and resilience efforts.
- Experience with knowledge management systems.
- Experience supporting implementation of donor-funded international development programs (preference given to candidates with experience working with USAID- or other U.S. Government-funded projects, including knowledge and understanding of USG regulations and compliance issues).
- Experience with and/or interest in capacity development support to Government entities, media, media literacy, formal and nonformal education in North Macedonia is preferred.

- **Skills**
- Demonstrated ability to track and manage budgets and plan both strategically and creatively to meet project objectives.
- Demonstrated knowledge of local laws and donors' procurement policies. Experience with subgrant administration required.
- Strong problem-solving skills and demonstrated flexibility to meet program outcomes.
- Strong representational and organizational skills.
- Demonstrated proficiency with Microsoft Office (Outlook, Word, PowerPoint, and Excel)
- Excellent communication in English and Macedonian.
- Excellent cross-cultural and interpersonal communication skills.
- Self-motivated and results-oriented.

Must demonstrate valid proof of unrestricted authorization to work in North Macedonia.

Summary of Responsibilities

- Under the direction of the Project Director, create and manage processes for the planning and implementation of YouThink and other duties as assigned.
- Coordinates with the Project Director and partners to implement YouThink technical program activities in North Macedonia under each program objective.
- Supports the development of YouThink knowledge products and outputs, research and baseline studies related to media literacy, strategic communication and visuals materials highlighting the program.
- Responsible for broader technical support in activities related to disinformation, misinformation and malinformation (MDM). This includes liaising with team members, CSOs and Government counterparts to inform new activity development, capacity building efforts, program learning priorities, and engagement with a broader set of national stakeholders addressing information integrity and resilience efforts.
- Supports the development and implementation of specific Monitoring, Evaluation, and Learning (MEL) plans. Coordinates with YouThink MEL staff and implementing partners in pursuit of program learning and impact.
- Support the mobilization of YouThink partners and participate in meetings with government stakeholders, civil society, and private initiatives as needed.
- Oversees a package of subgrants for the program needs and the disbursement of grants.
- Supports implementing partners' Finance & Administration Leads to ensure donor compliance, including by providing training and mentorship on USAID rules and regulations, compliance, financial management and reporting.



- Prepare drafts of regular progress reports, that outline in detail completed activities across all components including identification of steps and processes related to delivery of activities.
- Support virtual and in-person events, especially project events, including developing content, facilitating sessions, supporting planning and logistics, and providing leadership and support to project team and partners.
- Contribute to the implementation of key program management and support to the local partners
- Produce and update project deliverables and project impact including materials, handbooks, templates, and guides for project partners, project reports, presentations, evaluations.
- Establish and maintain productive and collaborative working relationships with partner organizations, institutions, youth, and other program stakeholders relevant to portfolio.
- Contribute to internal IREX program reporting, knowledge management and information sharing.
- Contribute to communications that highlight the work of partners and other media literacy tasks as needed.
- Participate and contribute to meetings with USAID, external stakeholders, and local partners.
- Other duties as assigned

IREX conducts anti- terrorism database clearances on candidates who accept employment offers. IREX is also an E-Verify Employer.

IREX is committed to a diverse and inclusive workplace and inclusive hiring practice. IREX is an equal opportunity employer.

NO PHONE CALLS PLEASE