



The project “Labour Market Activation of vulnerable groups” is financed by European Union. The objective of the project is to effectively include vulnerable persons, especially social welfare recipients on the labour market and achieving the best possible social outcomes for them by offering quality personalized services, developing skills, capabilities and by enhancing their opportunities for participation in the labour market.

The following active labour market measures are included in the project: Programme for psycho-social and mentoring support; Training for vocational occupations; In-work trainings, Internship, Cost-sharing employment and the Programme for Second Chance. The official language of the project is English.

In accordance with the Law for Public Sector Employees - Article 22, paragraph 1, indent 5 and the Direct Grant Contract to the Employment Service Agency, the Employment Agency of the Republic of Northern Macedonia announces:

PUBLIC ANNOUNCEMENT
job vacancy on a project with a duration of 17 months,
full time employment

I. The Employment Agency of the Republic of Northern Macedonia announces is seeking for 1 (one) employee in the Unit for European Integration and other projects, for the period of 17 months, for the following work position:

COORDINATOR FOR THE EMPLOYABILITY PROGRAMME - 1 (one) person

The Coordinator will exercise day-to-day activities within the programme under the guidance of the Project Coordinator and Head of Unit for EU integration and Project in ESA; prepare the work and monitoring plan for the respective activity and be responsible for timely completion of a work and monitoring plan in accordance with the Project contract; prepare draft of the Project Operational Guidelines ; provide support, assistance and coordination of the employers and trainers engaged within this program; assist the Procurement officer in preparation of the procurement plan conduct regular quality checks/monitoring of the activities; prepare reports for the Inclusion Programme and provide inputs in preparation of the quarterly, interim, final reports; collect relevant data; update project information/data in the Project database; provide input to the preparation of public visibility materials, reports, guidelines and in record keeping etc.

The net salary for this job position is 31,700 denars.

The candidates should meet the following criteria:

- Be a citizen of the Republic of North Macedonia;
- Have a level of qualifications VI-A according to the Macedonian Qualifications Framework and at least 240 credits acquired under ECTS or completed VII/1 degree;
- Have excellent communication skills (written and oral) in English and Macedonian language
- Have a valid driver's license - Category B;
- Have active knowledge of computer programs for office work;
- Have at last 30 months working experience with projects/programs funded by European Union, from which at least 12 months in the field of active programmes and employment policies.

II. The employment will be full time - 40 hours per week, Monday to Friday, working hours 07:30 till 15:30.

III. All interested candidates are invited to submit their Europass CVs (<http://europass.cedefop.europa.eu>) and motivational letters in English, as well as a copy of the documents certifying that they meet the required criteria's (Citizenship, Diploma, Contracts / References from Prior Employers, Driving Permit), in a sealed envelope by registered post or by hand, at the following address:

**Employment Agency of the Republic of Northern Macedonia - Central Office,
str. Vasil Gjorgov no. 43,
1000 Skopje.**

On the outside of the envelope, it is obligatory to state the title of the project and the position for which the applicant is applying, with the indication **"Not to be opened before the evaluation session"**.

IV. The deadline for submission is twelve (12) days, counting from the day of the announcement, **ie the deadline for receipt of applications is Tuesday, 01.11.2022, 15:00h**. Selection will be made within thirty (30) days of the expiration of the application deadline.

Note: The Applications submitted not according points III and IV of this notice, will not be taken in consideration. No phone calls, please.

V. Only short-listed candidates will be notified and invited on interview.

Cross-cutting issues (equal opportunities, ethnicity, etc.) will be considered in all aspects of the employment process. This announcement is also published on the ESA web site - <http://av.gov.mk>.