VACANCY NOTICE

Short-Term ICT Expert for the grant contract

"EU Support for Rule of Law 2.0"

Component	Component 3: Improving the Prevention and Fight against Corruption
Place of work	Skopje, North Macedonia
Contractor	Ludwig Boltzmann Institute of Fundamental and Human Rights
Expected duration	70 working days, November 2023 – March 2024
Expected start	November 2023

BACKGROUND

The Short-Term ICT Expert will work as part of the implementation team for the European Union grant-funded project "EU Support for Rule of Law 2.0" in North Macedonia. The overall objective of the project is to strengthen the rule of law in North Macedonia. The project has four specific objectives: 1. To improve the capacities of justice institutions to deliver justice in transparent and accountable manner, 2. To strengthen the capacities to effectively implement modern investigation techniques in fighting organised crime, 3. To improve the prevention and fight against corruption and 4. To enhance the protection of fundamental rights.

The work will be carried out under Component 3 - Improving the Prevention and Fight against Corruption. One of the expected results in this component is to provide strategic support for ensuring effectiveness and efficiency in the operations of State Commission for Prevention of Corruption (SCPC). These terms of reference are drafted in support of the implementation of activity 3.1.1 - "Support on strategic management and methodology development of SCPC".

ROLES AND RESPONSIBILITIES

The Short-term ICT Expert will deliver a Human Resource Management System that combines several systems and processes to ensure easy management of human resources, business processes. To fulfil this delivery the Short-term ICT Expert will have to improve and further develop applications and create new applications into a universal Human Resource Management System so that it is fully compatible with other existing financial and administrative ICT system in the SCPC.

Funded by the European Union

The Short-term ICT Expert will report directly to the Component Leader for Component 3. The development of the Human Resource Management System should be synced with the development of other ICT systems and applications existing in the SCPC or those in process of being developed. This will allow for a similar design and provide user friendly tools for the SCPC staff working with several systems and applications. The Component Leader together with relevant staff in the SCPC and the Short-term ICT Expert will hold bi-weekly meetings. The purpose of these meetings is to closely follow the work of the Expert and stay informed on any issues that need to be addressed by the SCPC or the component.

EXPECTED RESULTS

The Short-term ICT Expert will, in the first phase identify all existing ICT tools / system which are connected to human resource management and analyse the need for further developing these systems as well as list non-existing, but necessary, application for a well-functioning human resource management system. At the end of this first phase a decision will be taken (by SCPC and the Component) on a work plan for the next phases. In the second phase, the expert will develop a test version of the human resource management system. This version will be tested by SCPC. In the third stage, in addition to finalising the development of the test version, integration with other existing systems in SCPC will be developed and tested. In the final stage the whole integrated human resource system will be tested.

The human resource management system should be designed to manage payroll, time tracking, annual leave schedule, professional development, annual evaluation, and other administrative functions throughout the employee cycle enabling SCPC to fully understand its workforce while staying compliant with labor regulations. Some of these functions are supported by applications today and some are not. The system should be integrated with the time registry system, financial management systems and document handling system and to incorporate all data accessible in one place/system (HRM System) in a user-friendly way. The system should provide Heads of Units/Sectors easy access to all necessary information on the employees in their units/sectors in a user-friendly way.

REQUIREMENTS

General

- University degree (or ten years of relevant experience)
- 7 years of overall relevant professional experience after graduation
- Good organisation and time management
- Fluency in Macedonian and English

Specific professional experience

- Proven significant experience in analysis, definition, and implementation of business processes
- Proven significant experience in analysis of IT systems
- Proven significant experience in providing requirement specifications for IT systems which include IT systems with integration components
- Proven significant experience in development and/or deployment of integration with Alfresco document management system
- Proven significant experience in Java programming language

ADVANTAGES

- Practical experience in implementation of human resource management ICT systems in public institutions

CONTRACT AND REMUNERATION

The remuneration will be done in accordance with the grant contract.

SUBMISSION OF APPLICATIONS

Please send your application in English (CV in Europass format and a motivation letter) via e-mail to lena.andersson@rolaw.mk indicating "Short-term ICT Expert" in the subject line.

Deadline: 3 November 2023

Applications received after the deadline or incomplete applications will not be taken into consideration. Only short-listed candidates will be invited for an interview.

IMPORTANT NOTICE

The expert shall not have been in any contractual relation with the public administration of the Republic of North Macedonia at least 6 months preceding his/her hiring.