



TERMS of REFERENCE
for a PROJECT MANAGER in the field of MIGRATION POLICY

Job Title:	Project Manager (full time: 40 hours/week)
Status:	Fixed-term Contract
Duty Station:	Skopje, Republic of Macedonia
Starting Date:	18 September 2017
Duration:	6 months, until 16 March 2018

The **Migration, Asylum, Refugees Regional Initiative – Regional Centre**, (hereinafter referred to as the “MARRI”) is entrusted with the implementation of the project “*Strengthening collaboration between the local and the national tiers in the management of migrations - MIGRALONA*” (hereinafter referred to as the “Project”) in partnership with the Central European Initiative – Executive Secretariat (hereinafter referred to as the “CEI”), NALAS and other Italian bodies committed to migration management issues.

The **general objective of the Project** is to improve the collaboration between the relevant central public administrations of the MARRI participants and their Municipalities through benchmarking with Italian experience of the SPRAR system, thus enhancing the regional capacity for reception and integration of migrants in the Western Balkans.

GENERAL REQUIREMENTS:

The candidate will join the MARRI team in Skopje and will be responsible for management and daily administration of the Project in collaboration with the MARRI top staff.

Previous experience in project management and administration and in dealing with migration management issues are **requested**. Knowledge of local languages of the MARRI participants and English is **conditional**. Knowledge of Italian language is a **plus**.

Also the ability of travelling (Passport & Driving Licence) are **conditional**.

MAIN DUTIES:

Project Management

- Implementation of the Project activities pertaining to MARRI responsibility as a partner;
- Day-to day Project management in relation to both the conceptual, the organizational and the administrative obligations;
- Coordination with the MARRI top management, the Project Team Leader at the CEI and the project manager of NALAS;
- Support the communication of Project activities according to the needs;
- Financial and monthly narrative reporting along with the proceedings agreed in the partnership.

Applicants should send motivation letter and CV to katerina.simjanoska@marri-rc.org.mk not later than **1st September 2017**.

Shortlisted candidates will be contacted not later than **10th September 2017**.

TYPE OF CONTRACT AND TERMS OF EMPLOYMENT

The **Fixed-term Contract** is going to last six months starting from the date of its beginning foreseen on 18 September 2017. In case of delay in starting, the duration of the contract will be extended accordingly.

The **salary** is 1.700 EUR gross per month. Appointed **missions abroad** are covered by reimbursables according with the guidelines of the Project.

The incumbent shall be personally responsible for the **payment of taxes, charges or other levies**, if any, of the Republic of Macedonia or subdivision thereof with respect to compensation or other payments



received from MARRI. It is understood that the Headquarters Agreement between the MARRI and the Republic of Macedonia does not exempt Macedonian nationals or permanent residents from their fiscal responsibilities to the Macedonian State.

MIGRALONA is supported by the Italian Autonomous Region of Friuli Venezia Giulia – RAoL 19/2000