

TERMS OF REFERENCE

Post: Director, MARRI Regional Centre, Skopje

MARRI aims to:

- Strengthen the immediate capacity and competence of MARRI Regional Centre as the Secretariat of this regional Initiative, as well as all MARRI stakeholders to respond to the current challenges in the migration, asylum, visa and consular cooperation, refugee return/settlement and integrated border management fields.
- Support capacity building of national institutions in Albania, Bosnia and Herzegovina, Kosovo*, Macedonia, Montenegro and Serbia in a complementary and supportive way to the European integration processes in the region.

In a view of the above, MARRI Regional Centre has initiated a number of interrelated and mutually reinforcing activities at the national and regional level, as stated in the MARRI Strategy 2018-2020, Belgrade Declaration (27 June 2017), as well as the Programme of Action and the Priorities of MARRI Presidency-in-Office of the Republic of Albania (June 2017 – June 2018).

MARRI Regional Centre seeks to recruit a Director for a period of three years. The ideal candidate will be an experienced person from one of the six MARRI Participants who has held senior positions, including management positions, with comprehensive knowledge of MARRI issues, deep practical experience and understanding of the history, politics, security and legal systems of the region, as well as excellent knowledge of English. MARRI Regional Centre seeks a Director with a well-developed network in the region and access to governments, international organizations and NGOs.

Preferable criteria for the post:

Education (*Social Sciences, Law, Security studies, Economics*)

Skills (*Project Cycle Management, English – CI, Computer skills, Ability to communicate to the public, Experience in human and financial resources, Ability to lead and set the objectives, etc.*)

Experience (*10 years working experience out of which preferably 5 years on managerial position in MARRI fields of activities*);

Duties and Responsibilities:

The Director of MARRI Regional Centre has the following responsibilities:

- To provide vision, strategic direction, leadership and management of MARRI Regional Centre's work in the region;
 - To promote MARRI Strategy and Program of Action through active engagement in cooperating, at regional level, with relevant governmental authorities, international organisations, non-governmental organisations, and the general public;
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- To manage drafting and implementation of the projects, in line with the Project Cycle Management (PCM);
- To manage MARRI Regional Centre through its reform and further phases of development, including implementing the full range of MARRI activities;
- To supervise the work of the MARRI Participants' Representatives seconded to MARRI Regional Centre;
- To manage the workflows in MARRI Regional Centre and the work of the personnel composed of MARRI Participants' Representatives, program and project managers/assistants, consultants, local staff and interns, including recruitment and professional development, as well as to evaluate the performance of the personnel. This will require regular and close coordination with the MARRI Regional Forum, Committee and MARRI National Coordinators;
- To ensure that all operational, administrative and financial procedures are in compliance with MARRI Guidelines and Rules of Procedures, MARRI Regional Centre Statute and international auditing standards;
- To represent MARRI Regional Centre externally, by developing and maintaining relations with governments, donors, international organizations, NGOs and media, and to upgrade the visibility of MARRI. This also includes representing MARRI Regional Centre at conferences, and other relevant regional and international meetings related to MARRI mandate;
- To prepare regular reports on MARRI Regional Centre activities; briefings and background information as required including specific information as requested by MARRI Regional Forum and donors;
- To manage the regular functioning of the MARRI regional networks;
- To strengthen the partnership with EU and its Agencies, as well as other relevant international stakeholders;
- To effectively conduct fundraising activities aimed at implementation of MARRI Strategies, Programs of Action and projects. This includes management of drafting project proposals, as well as cultivating and developing relations with relevant donors;
- To perform other duties assigned by MARRI Regional Forum.

A CV and a Cover Letter in English language should be available for each candidate and sent by diplomatic channels not later than 11 March 2018 to the Ministry of Foreign Affairs of the Republic of Albania and the MARRI Regional Centre in Skopje.