



TERMS OF REFERENCE

MARRI Programme Manager

Job title	Programme Manager (full time: 40 hours/week)
Status:	Special Service Contract
Duty Station:	MARRI RC, Skopje, Republic of Macedonia
Starting date:	RIGHT UPON SELECTION
Duration:	1 year, with possibility of extension

Background:

MARRI – the Migration, Asylum and Refugees Regional Initiative is a regional, inter-governmental organisation for cooperation on migration, asylum and refugee issues. Strengthens regional cooperation and develops competencies for correct and precise articulation of complex segments of regional migration policy by exchange of information, capacity building and harmonisation of legal framework with EU Acquis Communautaire.

MARRI has six Participants: Albania, Macedonia, Bosnia and Herzegovina, Serbia, Montenegro and Kosovo*.

The mandate of MARRI is to promote closer regional cooperation and common, comprehensive and harmonized approach of MARRI Participants in the areas of migration, asylum, border control, visa regime, and integration and return of refugees. Since 2008, MARRI is under regional ownership, meaning that the Participants are responsible for the policy implementation and the financing of the initiative.

Its main executive body is the MARRI Regional Centre (Secretariat of MARRI Regional Forum of Ministers), located in Skopje. It is composed of six MARRI Participants' Representatives, seconded by the respective Ministries of Foreign Affairs or Ministries of Interior / Security from each national administration, Director of the Centre (serving as the Secretary of the Forum), seconded experts and technical personnel. The MARRI Regional Forum is key decision making and steering body of the initiative composed of the Ministers of Interiors/Security from the six Participants which acts as a platform for coordination among the Participants and for consultation with its partners. MARRI is led by a Presidency-in-Office held by one of the Participants on an annual rotating basis. MARRI also has its Regional Committee, composed by high officials of the Foreign Ministries from its Participants.

* This designation is without prejudice to positions on status, and is in line with UNSC 1244 and the ICJ Opinion on the Kosovo declaration of independence

Context:

Under the direct supervision of the MARRI RC Director, the successful candidate efficiently manages the MARRI programme portfolio and all projects' cycles. In addition, he/she develops MARRI's resource base and substantive expertise in migration, asylum and related areas.

The Programme Manager provides quality assurance consistent with MARRI's and donors' rules and regulations. He/she fully cooperates with National Representatives and MARRI staff, with Western Balkans migration management authorities and counterparts from relevant EU and UN agencies.

Core Functions/Responsibilities:

In particular, the incumbent will:

- Contribute to the overall portfolio and programme design and its formulation, incorporating the priorities and strategies of MARRI and its Participants.
- Plan and oversee all stages of projects' implementation from start to completion (Project Cycle Management). Ensure that MARRI projects are implemented in a coherent and integrated manner, in line with MARRI procedures and donor requirements.
- Ensure that gender is mainstreamed throughout the programme and all projects activities, work plans, budgets, reports and publications.
- Participate in recruitment of project staff and consultants; provide performance management and quality assurance.
- Report timely on all programme components and projects ensuring compliance with donor requirements.
- Provide financial quality management by regular review of project budgets and expenditures.
- Conduct financial and substantive monitoring and evaluation of all projects, identifying operational and financial challenges and developing solutions.
- Analyse regional, European and international trends related to migration management and international protection. Share knowledge and expertise with relevant counterparts; identify best practices and lessons learned.
- Prepare briefings and reports, both thematic and on specific projects, as required. Informs the Director well in advance of all relevant risks and suggests means of neutralization.
- Contribute to the work of MARRI sector networks and decision-making bodies.
- Develop and maintain strong relationships with relevant counterparts and partners involved in migration management at regional, national, and local level.
- Coordinates programme and project activities with relevant regional and international stakeholders through participatory planning and implementation mechanisms.
- Initiate and organise trainings, workshops and experience-sharing events in areas/topics relevant to MARRI and its work.
- Prepare concept papers and project proposals.
- Keep abreast of donor strategies and assess opportunities for fundraising and resource mobilisation.

- Ensure full cooperation and, wherever possible, synergy of Programme activities with other efforts in the area.
- Informs, motivates, advises and supervises subordinated staff.
- Proposes and prepares service delivery contracts if appropriate and supervises the delivery of these services.
- Performs all other tasks assigned by MARRI RC Director.

Required Skills and Experience:

- University level degree in social sciences, preferably in migration studies, international relations, law, security studies, project management, or another related field.
- At least five years of relevant experience in programme and project management, with regional and/or international organisations.
- Hands-on experience in design, implementation, monitoring and evaluation of projects in the areas of migration or security or social management and international protection will be considered as a one of key qualifications.
- Proven ability to establish and maintain strong working relations with relevant Government counterparts, EU and UN agencies and non-governmental organizations.
- Good understanding of the Western Balkans regional context is required. Demonstrated knowledge of government structures and relevant migration-related developments.
- Sound financial and administrative skills.
- Strong knowledge of computer applications, especially MS Word, Excel and Outlook.
- Fluency in English and at least one Western Balkans local language is required.
- Willingness to travel and to accept overtime work and work outside of Skopje.
- Citizenship of one of the MARRI Participants.
- The right to work and reside in Macedonia for the duration of the contract.

Practical Details:

The Programme Manager will be based at the MARRI Regional Centre in Skopje. The incumbent will be offered a contract of 12 months, with a possibility for extension depending on the performance and funding available. Total salary is 2000 euro with the obligation of selected person to pay taxes and other dues (i.e. health and pensions insurance).

Probation period is 3 months for the first contract signed (per contract duration of 12 months).

Method of Application:

Interested candidates should submit an application package in English consisted of a professional CV, a letter of interest and recommendations considered relevant for the job application.

Applications to be submitted to info@marri-rc.org.mk by close of business on 22 April 2018.

Only shortlisted candidates will be contacted for an interview.