

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 Participants' institutions in Albania, North Macedonia, Bosnia and Herzegovina, Serbia, Montenegro and Kosovo* 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 Participant and regional level, as stated in the Podgorica Declaration (2 July 2021), as well as the Programme of Action and the Priorities of MARRI Presidency-in-Office of North Macedonia (June 2021 – June 2022).

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, extensive 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 the fields of activities within MARRI's mandate*);

Duties and Responsibilities:

The Director of the 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 the MARRI Strategy and Programme of Action through active engagement in cooperating, at regional level, with relevant governmental authorities, international organisations, non-governmental organisations, and the general public

* This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence.

- 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, programme 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 organisations, 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's 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, Programmes 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 the MARRI Regional Forum.

Each application shall contain an official (notification) letter, a motivation letter, and a Curriculum Vitae (CV) of the candidate in Europass format in English language, to be sent by diplomatic channels no later than 31 March 2023 to the Directorate for the European Union at the Ministry of Foreign Affairs of the Republic of North Macedonia and the MARRI Regional Centre in Skopje.