

## 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.

Director of the MARRI Regional Centre is elected for a period of three years. The candidate should be an experienced person from one of the six MARRI Participants who has held senior positions, including management positions, with comprehensive knowledge of MARRI Regional Center's mandate, extensive practical experience and good understanding of the history, policies, security and legal systems of the region, as well as excellent knowledge of English language. MARRI Regional Centre seeks a Director with a well-developed network in the region and access to governments, international organizations and NGOs.

### **Criteria for the post:**

**Education:** University degree in a field of relevance for the position in Law, Social Science, Security studies, European studies.

**Experience:** 10 years of post-graduate professional experience in a related area, out of which minimum 5 years on managerial position in the fields of activities within MARRI's mandate.

**Skills:** Well-developed research and analytical skills; Experience in working with networks and partners in SEE in the field of MARRI cooperation; Excellent negotiation and communication skills; Fluency in oral and written English, Fully computer literate, Drives innovation and leading people; Experience in human and financial resources, Presentation skills.

### **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 active engagement in cooperating, at regional level, with relevant governmental authorities, international organisations, non-governmental organisations, and the general public;

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\* 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 cooperate with 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 staff. This will require regular and close coordination with the MARRI Regional Forum, Committee members and MARRI Coordinators;
- To ensure that all operational, administrative and financial procedures are in compliance with MARRI Guidelines and Rules of Procedures, MARRI Regional Centre Statute, MARRI RC Financial Rules and Regulations, 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 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, 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 and Committee.

**Each application shall contain an official (notification) letter, a motivation letter, and a Curriculum Vitae (CV) of the candidate, which should be sent in English language via diplomatic channels not later than 3 April 2025 to the Ministry for Europe and Foreign Affairs of the Republic of Albania and the MARRI Regional Centre in Skopje.**