**Electoral Support in North Macedonia**
**Terms of Reference****: PROJECT ОFFICER**

**NATIONAL**

The program aims at supporting democratic and credible election processes that facilitate political participation and social integration by enabling voters to freely select their representatives and hold them accountable. The Project Officer will be responsible for providing necessary assistance and necessary support for the effective implementation of the project. S/he will manage the project daily, including operational, administrative and logistic tasks in line with the planned project activities. S/he will contribute to achieving anticipated results effectively and efficiently, contribute to gathering M&E data related to the progress in the implementation of project activities.

Key responsibilities will include:

* Assist and support project implementation in line with the work plan, project documentation and other relevant documents;
* Support local and international consultants’ work, including organization of visits in the country, consultations, follow-up actions;
* Communicate with partner organizations/subcontractors in the implementation of agreed activities within the frame of sub-award contracts;
* Undertake day to day administration of the project activities, including operational, administrative and logistics related tasks ensuring efficient use of resources and in line with relevant policies, rules and procedures;
* Provide assistance in realization of financial, procurement and other ad-hoc duties;
* Support the implementation of office administration tasks, with regards to supplies, utility maintenance, transportation, translation and other logistical arrangements required for office everyday operation as well as for events;
* Provide input in drafting various project documents;
* Gather necessary data for monitoring and evaluation of the progress in the implementation of project activities;
* Provide input in the realization of project communication and visibility activities;
* Perform other duties as assigned

**DURATION:** The Project Officer is expected to start the assignment in January 2024, with a probation period of three months and possibility of extension until December 2027, pending successful probation period.

The position is subject to confirmation of availability of funds by the donor.

**QUALIFICATIONS**: Citizen of North Macedonia; 6 years of project management experience; Previous experience in providing assistance in the field of elections, democratization, institution building and/or assistance to political parties; Experience in managing assignments of a wide range of local experts; Proven ability to plan and organize work effectively and within a required timeframe, including administrative and operational tasks; Ability to interact with diverse groups of people, including government officials, civil society and/or political parties; Strong ability to communicate in English and knowledge of Albanian language would be highly desirable; and Ability to work well in a team and to realize the tasks in a timely matter.

**Remuneration**:

The position is governed by the North Macedonia Employment legal framework and it provides social and health security.

**Deadline for applying**:

Interested candidates should apply not later than December 10, 2023 23:00 NMK time.

**To apply**:

Please send a letter of interest, curriculum vitae and at least three (3) professional references with contact information to ifes.nmk@ifes.org. Only the candidates that fulfill the required conditions shall be invited for an interview. IFES expects to complete selection by end of December, 2023, but reserves the right to extend the period of time for selection. If there is no candidate who fulfills the conditions for this position and no applicant is selected, the announcement will be repeated. Please note that incomplete and untimely applications will not be considered.

IFES reserves the right not to select an applicant for the advertised position.