



Labour Market Activation of vulnerable groups
This project is funded by the European Union



The project “Labour Market Activation of vulnerable groups” is financed by European Union. The objective of the project is to effectively include vulnerable persons, especially social welfare recipients on the labour market and achieving the best possible social outcomes for them by offering quality personalized services, developing skills, capabilities and by enhancing their opportunities for participation in the labour market.

The following active labour market measures and services are included in the project: Program for psycho-social and mentoring support; Training for vocational occupations; In-work trainings and Cost-sharing employment. The official language of the project is English.

Referring to the selection criteria for job positions stated in the Law for Public Sector Employees - Article 22, paragraph 1, indent 5 and IPA Direct Grant Contract, the Employment Agency of the Republic of Northern Macedonia announces:

JOB VACANCY
for project with a duration of 32 months, full time employment

- I. Employment Agency of the Republic of Northern Macedonia is seeking for 1 (one) employee in the Unit for implementation of IPA projects and other projects financed by international donors, for the period of 32 months, for the following job position:

ACCOUNTING OFFICER - 1 (one) person

The Accounting Officer will be responsible for all the accounting and payment aspects of the grant contract; ensure that all contract transactions are recorded in the financial statements; prepare and submit for check and approval to the Project Coordinator all financial reports, keep and ensure proper accounting records, financial statements, budgets, financial projections, cash flow forecasts and all other reports as requested by the Contracting Authority; cooperate closely with the Procurement Officer to ensure that all accounting, procurement and payment aspects are properly linked; ensure that payments are made in a proper and timely manner; ensure that all sources of financing are available for the Project and that a contract payments' monitoring system is operational; control incoming invoices and prepare documents for payments; record keeping of the project financial documents; provide support and cooperate with the project staff; etc.

The net salary for this job position is 31,344 denars.



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The candidates should meet the following criteria:

- Be a citizen of the Republic of North Macedonia;
- Have a level of qualifications VI-A according to the Macedonian Qualifications Framework and at least 240 credits acquired under ECTS or completed VII/1 degree;
- Have excellent communication skills (written and oral) in English and Macedonian language
- Have a valid driver's license;
- Have active knowledge of computer programs for office work;
- Have at last 30 months working experience with project/ programs funded by EU, from which at least 12 months working as accountant or financial officer in EU funded projects.

II. The employment will be full time - 40 hours per week, Monday to Friday, working hours 07:30 till 15:30.

III. All interested candidates are invited to submit their Europass CVs (<http://europass.cedefop.europa.eu>) and motivational letters in English, as well as a copy of the documents certifying that they meet the required criteria's (Citizenship, Diploma, Contracts / References from Prior Employers, Driving Permit), in a sealed envelope by registered post or by hand, at the following address: **Employment Agency of the Republic of Northern Macedonia - Central Office, str. Vasil Gjorgov no. 43, 1000 Skopje.**

On the outside of the envelope, it is obligatory to state the title of the project and the position for which the applicant is applying, with the indication "**Not to be open before the evaluation session**".

IV. The deadline for submitting the applications **is 31.01.2020, 15:30h.** Selection will be made within thirty (30) days of the expiration of the application deadline.

Note: The Applications submitted not according points III and IV of this notice, will not be taken in consideration. No phone calls, please.

V. Only short-listed candidates will be notified and invited on interview.

Cross-cutting issues (equal opportunities, ethnicity, etc.) will be considered in all aspects of the employment process. This announcement is also published on the ESA web site - <http://av.gov.mk>.