**TERMS OF REFERENCE / JOB DESCRIPTION**

**Position: Antenna Officer for Joint Technical Secretariat (JTS) for the IPA Cross-Border Cooperation Programme Albania - Kosovo 2014 – 2020**

**Location: CBC House Pristina, Kosovo**

**Project: Technical Assistance for the management of bilateral Cross-Border Cooperation Programme Albania - Kosovo 2014-2020**

**Expected duration: January 2022 – December 2022[[1]](#footnote-1)**

**General description**

The Ministry of Local Government Administration in the Republic of Kosovo, in cooperation with the Ministry for Europe and Foreign Affairs of the Republic of Albania, in the role of Operating Structure, publishes the call for expression of interest to hire one (1) Antenna Officer of Joint Technical Secretariat in Pristina with the aim of implementing the IPA 2014-2020 Cross-Border Cooperation Programme between Albania – Kosovo.

The Antenna Officer will be based in the Antenna Office of JTS in Pristina, for the implementation of the activities within the Programme as well as for visiting the project beneficiaries on both sides of the border. The Programme eligible area in Albania includes the Region of Kukës: District of Kukës, Has and Tropoje and Region of Lezha: District of Lezha, Mirdita and Kurbin. In Kosovo it includes South Economic Region: Municipality of Prizren, Dragash, Rahovec, Suharekë, Malishevë and Mamusha and West Economic Region: Municipality of Peja, Decan, Gjakovë, Istog, Klina and Junik.

Under the supervision of the Head of the Joint Technical Secretariat, the Antenna Officer will be responsible for all issues regarding management and implementation of the programme, including the coordination of specific activities that require a specific knowledge of the field of the programme, for Kosovo. He/she will have a key role in the implementation of the grant contract in all aspects, through which it is aimed to achieve the purpose and the objectives of the IPA 2014-2020 Cross-Border Cooperation Programme between Albania – Kosovo. The aim of TA Grant contract is to ensure the effective, efficient and accountable management of the cross-border programme. Support will be provided at 2 levels:

* ***Management Level*** through support for the OSs and the Joint Management Structures in order to ensure the effective implementation, monitoring, control and evaluation of the CBC programme. It should also support the development of competencies and skills of the OSs/JMC;
* ***Operational Level*** through support to the Joint Technical Secretariat (JTS) whose main office is located in Lezha (Albania) and its Antenna Office in Pristina. TA will support actions which ensure the preparation and selection of high quality operations and the dissemination of information on programme activities and achievements. It should also support the visibility and the development of competencies and skills of potential applicants and grant beneficiaries.

The Antenna Officer should have skills and experience in the field of implementation, finance and monitoring of the European Union funds.

Antenna Officer should be responsible for the following duties/tasks:

1. **Managing of the Grant Contract**
* Prepares and implements activities under the Grant Contract as well as prepares periodic narrative and financial reports upon request;
* Prepares information on the implementation of the whole Programme, implementation of the Grant Contract as well as projects financed according to the requests of the Head of JTS and Operating Structures.
1. **Financial Management of the Grant Contract**
* Ensuring that the payment requests for all operational costs and any other payments for the functioning of the Antenna Office are drafted and submitted on time to the OS for payment in accordance with the Law on Public Financial Management and Accountability;
* Keeping track of all payments and ensuring that no delays are made in submission of payment requests;
* Supporting the OS in drafting the financial reports on the expenditures made within the programme;
* Ensuring that the procurement activities/services of the programme are included in the annual procurement plan of the Operating Structure;
1. **Supports the work of Joint Monitoring Committee (JMC) and Operating Structure (OS)**
* Schedules the meetings of JMC and performs the secretariat function for this body;
* Provides relevant information to OS, as needed;
* Organizes OS meetings;
* Participates in thematic and regional meetings as well as events on capacity building, if required.
1. **Prepares key programme documents**
* Provides support in the preparation of annual work plans;
* Provides support in the preparation of the annual reports and final implementation reports;
* Provides support in the review of the Programme documents.
1. **Organizes activities within the calls for proposals and capacity building for potential applicants**
* Provides support to the Operating Structures and the Contracting Authority in the preparation of the Call for Proposals and all related documents;
* Organizes training for potential applicants and unsuccessful applicants;
* Organizes information sessions and partner search forums (PSF);
* Serves as a support office for assisting potential candidates/providing answers

within the relevant deadlines in all inquiries of interested applicants relating to the call for proposals;

* Assists in the evaluation process depending on the requirements of the Contracting Authority;
* Keeps statistical information for each call for proposals and projects implemented;
1. **Capacity building for Project beneficiaries**
* Prepares and implements a capacity building package for the beneficiaries;
* Organizes implementation seminars for the beneficiaries;
* Organizes procurement and finance training for the beneficiaries;
* Organizes training for the beneficiaries on publicity and visibility;
* Organizes training for the beneficiaries on reporting;
* Serves as an aid office for the beneficiaries.
1. **Monitoring of projects financed by the Programme**
* Opening and maintaining files for each project funded under the Programme;
* Assists in receiving, analyzing, and forwarding progress reports received by the beneficiaries;
* Prepares an indicative schedule of monitoring visits;
* Organizes monitoring visits, compiles monitoring visit reports, and follows projects during their implementation;
* Keeps relevant project information up-to-date electronically.
1. **Visibility, promotion and communication**
* Assist in the organization of the visibility events related to calls for proposals and promotion of the programme;
* Assist in the organization of the public awareness campaigns and promotion events;
* Supports JTS in the preparation of the annual communication and visibility plans;
* Assists in the development and maintenance of the web-page and social networks of the Programme;
* Assists in the preparation and production of promotion materials, as presented in the JTS work plans / or in the communication Action Plan.
1. **Other**
* Performs other tasks as required by the Head of JTS and Operating Structure.

**Qualifications**

*Minimum qualifications and skills*

* University degree in economics, public finance, business, social science, public administration or related field.
* Fluency in both written and spoken Albanian and English

*General professional experience*

* Minimum of 5 years of general professional experience in management of programmes/projects financed by EU or other donors;
* Minimum of 2 years of professional experience in finance;
* Previous experience in information and communication activities in international donor funded projects and particularly in EU-funded programmes will be an advantage.

*Specific professional experience*

* Experience related to project monitoring preferably in Result Oriented Monitoring (ROM) of EU-funded grant contracts is an advantage.
* Knowledge of the functioning of public administration in Kosovo is preferred.

*Other requirements*

The Antenna Officer should have Kosovo nationality.

**Application procedure and the documents that need to be submitted:**

* A Curriculum Vitae (CV) in Europass in English;
* Copy of University diploma;
* Copy of training certificates;
* Other supporting documents for each experience stated.

Interested candidates are required to submit application documents electronically from **01 November 2021 to 15 November 2021 until 16:00h** to the following e-mail address:

*E-mail:* ***blerdon.pajaziti@rks-gov.net***

**Subject: "Application for Antenna Officer for the CBC Programme Albania - Kosovo”.**

Only short-listed candidates will be contacted.

**Note:** Applications received after the closing date will not be considered.

1. The employment contract will last until the end of the Technical Assistance Grant Contract of the CBC programme Albania - Kosovo, with the possibility of extension [↑](#footnote-ref-1)