

**TERMS OF REFERENCE (ToR)**

**Position: Financial and Procurement Officer in Joint Technical Secretariat (JTS) for the IPA Cross-border Cooperation Programme Kosovo- North Macedonia IPA III (2021-2027)**

**Location: JTS office in Prishtina, Kosovo**

**Project: Technical Assistance for the management of bilateral Cross-Border Cooperation Programme Kosovo-North Macedonia IPA III (2021-2027)**

**Expected duration: three years with possibility of extension**

**General description**

The Ministry of Local Government Administration in the Republic of Kosovo, in cooperation with the Ministry of Local-Self Government of the Republic of North Macedonia, in the role of CBC Structure, publishes the call for expression of interest to hire one (1) Financial and Procurement Officer in Joint Technical Secretariat (JTS)in Prishtina with the aim of implementing the IPA III (2021-2027) Cross-Border Cooperation Programme between Kosovo – North Macedonia.

Under the supervision of the Head of the Joint Technical Secretariat, the Financial and Procurement Officer shall be responsible for:

* Contributing to the financial management of the project (technical assistance), including specific activities related to procurement, sub-contracting, budgeting, financial reporting, etc;
* Ensuring that the Programmes are managed in accordance with the principle of sound financial management;
* Ensuring the proper administration of the TA resources related to the direct responsibility of the CBCSs, in line with the Programme Document and related regulations, etc;
* Preparing of requests for payment, requests for contract amendments;
* Archiving all relevant documentation both, electronically and/or manually;
* Assisting CBCS during audit missions, reviewing audit reports and making comments on financial and contractual matters;
* Assisting in preparation and delivery of trainings/workshops to potential applicants/grant beneficiaries (financial aspects of project preparation/implementation) and other events in the field, particularly related to financial and procurement matters;
* Fulfilment of any other tasks assigned by the Head of the JTS/CBCSs//Contracting Authority (CA).

He/she will play a fundamental role on contract reporting, administration of resources, as well as assistance in the launching of CfPs, support to field project monitoring and deliver specific trainings about financial and administrative project management for grantees.

The working place will be based in the JTS Office in Prishtina, Kosovo. The position includes also travelling, mainly throughout the programme area for assisting in organization and attending different events in the field, as appropriate, being responsible mainly for logistical, tenders and finances matters.

Formally, Financial and Procurement Officer will work under the supervision of the Head of JTS, and assisted by the other Project Officers, and will regularly report to the Head of JTS through timesheets.

B **RESPONSIBILITIES AND TASKS**

The following are the tasks and responsibilities of the JTS Financial and Procurement Officer structured in accordance with the JTS areas of activity:

*Managing technical assistance*

* Maintaining up-to-date electronic information on finances (costs incurred, funds disbursed and remaining) under grant contract;
* Participating in the preparation of financial reports required under the grant contract;
* Participating in preparation and submission of requests for payments under the grant contract, including preparation of related documentation and any amendments;
* Participating in drafting procurement documentation for supplies or services to be sub-contracted under the grant contract, as well as in management of procurement procedures and contracts, including checks of invoices and related technical documentation;
* Reviewing the expenditure verification reports drafted by the auditor of the grant contract.

*Calls for Proposals*

* Assisting in organisation of partner search forums, including logistics and matters related to tenders and finances;
* Assisting in organisation of workshops for potential applicants, including logistics and matters related to tenders and finances.

*Project-level monitoring*

* Participating, as appropriate, in monitoring visits to grant beneficiaries in relation to financial aspect of project implementation;
* Participating in organisation of implementation seminars for beneficiaries, particularly in those topics related to financial management and procurement;
* Providing support and advice to grant beneficiaries concerning contracting, eligibility of expenditure and financial reporting.

*Programme-level monitoring*

* Taking the lead in collection, analyses and preparation of inputs related to financial implications of Programme implementation.

*Visibility, promotion and communication*

* Assisting in organisation of events including logistics, procurement and management of the relevant financial matters;
* Assisting in preparation and production of printed materials including logistics, procurement and management of the relevant financial matters.

*Other*

* Ensuring the immediate reporting of any irregularities identified;
* Ensuring that all documents are appropriately filed either in physical or electronic form, or both;
* Preparing official travel documents (official travel requests, requests for advance payments, reports with all the evidence for financial expenses from the day when the official travel ends and any other required documents) related to the activities implemented within the programme;
* **Managing and processing incoming invoices related to the expenses made within the programme (rent, maintenance, utilities, and any other activities) and deliver the file for payment in accordance with financial rules applied in the Ministry;**
* Performs other administrative tasks as required by the Head of JTS and CBC Structure.

**Professional requirements**

The candidate for the position of Financial and Procurement Officerof the Joint Technical Secretariat (JTS) is expected to fulfill the following essential qualification requirements:

1. **Educational Qualification**: A university degree is mandatory.
2. **General Professional Experience**: The candidate should possess a minimum of 10 years of professional experience in financial, procurement and administrative jobs, relevant to the responsibilies of the vacancy.
3. **Specific Professional Experience**: The candidate should have a minimum of 2.5 years of hands-on experience with financial, procurement and expenditure reporting in the context of EU funded grants, preferably those dealing with technical assistance, and working within the context of cross-border programs.
4. **Language skills**: Proficiency in English, both spoken and written, is a prerequisite. Additionally, the candidate should be fluent in at least one of the official languages of the participating countries, with competency in both spoken and written communication.
5. **Computer Literacy**: The candidate must demonstrate a strong level of computer literacy, being comfortable with various software programmes and tools used for administrative and financial management and reporting.

In addition to meet the minimum selection criteria, the position of the Financial and Procurement Officermust be offered to whomever also satisfy the following criteria:

* Experience in financial reporting for donor funded projects
* Experience of office and/or project administration

**Timeline:** The engagement and signing of the contract with the selected Financial and Procurement Officer shall be subjected to the signing of the Technical Assistance Grant Contract for the IPA III Cross-border Cooperation Programme Kosovo-North Macedonia.

Application: Interested applicants should submit their updated CV, copy of diploma and relevant supporting documents (e.g.: certificates of employers or contracts of employment or services) as evidence of previous work experience to the following email: [blerdon.pajaziti@rks-gov.net](mailto:blerdon.pajaziti@rks-gov.net) latest by 17.11.2023 by 16hrs

Subject: "**Application for the Financial and Procurement Officer for the CBC Programme Kosovo - North Macedonia**”.

Only short-listed candidates will be contacted.

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