

**TERMS OF REFERENCE (ToR)**

**Position: Head of the Joint Technical Secretariat (JTS) for the IPA Cross-border Cooperation Programme Kosovo-North Macedonia under IPA III (2021 – 2027)**

**Location: JTS Office, Prishtina, Kosovo**

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

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

**A** **PROJECT OVERALL OBJECTIVE**

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) Head of the 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 CBCSs, the Head of the Joint Technical Secretariat shall be responsible for:

* Supervision the overall performance of the JTS staff;
* Provide suggestions regarding the improvement of both CBC Programmes design and implementation;
* Provide analyses, reports, statistic data for the CBCSs and JMCs;
* Ensuring the daily co-ordination of all tasks related to the core management of the JTS (including Antenna office in Partner Country);
* Keep contact and exchange of information with the National Coordinator of the Programme in the CBCSs;
* Organize the secretarial work for the JMCs;
* Contribute to the drafting of the programmes Annual Implementation Report to the CA, as well as all other required documents;
* Ensure proper documentation flow, manage the system of archives, ensure that all of the relevant information is provided to all of the staff members of the CBCSs and the JTS;
* Co-ordinate the process for support and advice to potential applicants during the application phase (in co-operation with the CBCSs and CA);
* Co-ordinate the process for support to the project beneficiaries during the project implementation phase (in cooperation with the CBCSs/CA);
* Participate in the monitoring of projects under implementation (in co-operation with the CBCSs/CA);
* Other tasks in support to the CBCSs and CA, upon request.

The working place will be based in the JTS Office. The position includes also travelling, mainly throughout the programme area for assisting in organization and attending different events in the field.

**B RESPONSIBILITIES AND TASKS**

*Managing technical assistance:*

* Preparing JTS annual work plan, thus ensuring planning and organisation of work under the TAGC;
* Ensuring on time support for preparation of the TAGC interim and final reports;
* Regular reviews of utilization of TAGC resources and TAGC financial management;
* Proper and timely implementation of all activities envisaged, thus ensuring the timely delivery of all JTS outputs;
* Ensuring that the implementation of activities under the TAGC is in line with the EU Visibility Guidelines;
* Reporting on implementation of TA activities in accordance with the provisions of TAGC;
* Performing the duties of the secretariat of the TA Project Implementation bodies;

*JTS support to the work of JMC and CBCSs*

* Providing the secretarial function of the Joint Monitoring Committee;
* Providing any relevant information to the CBCS in the participating country as required;
* Supporting to the meetings of the CBCSs and CA;
* Participating in thematic meetings and regional and capacity building events, if required.

*Support preparation of key Programmes’ documents*

* Providing support to preparation of Annual Work Plans;
* Providing support to preparation of Annual and Final Implementation Reports;
* Providing support to revision of Programme Documents.

*Programme-level monitoring*

* Regular follow up on achieving Programme level indicators and informing CBCSs on quarterly basis;
* Providing support to updating of data for Programme level monitoring;
* Producing specific statistical information on the implementation of both Programmes upon request of CBCSs;

*Support to the implementation of the Programme and projects*

* Capacity *building for potential applicants*
* Providing support to organization of trainings on the preparation of project proposals;
* Providing support to organization of Partner Search Forums (PSF);
* Ensuring the JTS function as Help desk for assisting the potential applicants;
* *Capacity building for project beneficiaries*
* Providing support to preparation of implementation packages for beneficiaries;
* Coordinating organization of implementation seminars for beneficiaries;
* Coordinating organization of trainings on secondary procurement for beneficiaries;
* Coordinating organization of trainings on publicity and visibility for beneficiaries;
* Coordinating organization of trainings on reporting for beneficiaries.
* *Project-level monitoring*
* Ensuring the JTS project officers maintain files for each project;
* Ensuring the receipt, analyze and follow up of progress reports received from beneficiaries;
* Drafting an indicative monitoring visit schedule;
* Ensuring the monitoring visits are conducted on time;
* Ensuring the JTS officers provide regular upgrade of existing databases of potential applicants;
* Ensuring the JTS officers keep relevant up-to-date project information in electronic form.
* *Visibility, promotion and communication*
* Providing support to preparation of Annual Communication and Visibility Plans;
* Ensuring JTS provide regular update of Programme websites;
* Coordinating the preparation and production of promotional materials as indicated in JTS work plans and/or Communication Action Plan;
* Coordinating the organization of Info days for the promotion of the Programme;
* Coordinating the organization of visibility events related to the Calls for Proposals;
* Coordinating the organization of public awareness campaigns and promotional events.
* *Other*
* Immediate reporting of any irregularities identified to the CBCSs/CB;
* All documents are appropriately filed either in physical or electronic form, or both;
* Facilitating any monitoring or audit missions related to TAGC;
* 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 tasks as required by the CBC Structure.

**Professional requirements**

**The candidate for the position of Head of 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 15 years of professional experience, with a focus on areas such as project management over the last 5 years.
3. **Specific Professional Experience:** The candidate should have a minimum of 8 years of hands-on experience in effectively executing and managing grant contracts, 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 technical tasks.

**These stringent requirements ensure that the chosen candidate is well equipped to assume the responsibilities of the Head of the JTS, facilitating the smooth coordination and management of cross-border projects and technical assistance activities.**

In addition to meet the minimum selection criteria, the position of head of the JTS must be offered to whomever also satisfy the following criteria:

* Experience in leading a team or similar demonstrable experience in a position requiring initiative and responsibility
* Sound knowledge of the principles of project cycle management
* Experience in programme and/or project management in one or the two participating countries (financed from the EU or other sources)
* Knowledge and experience of EU procurement procedures
* Knowledge of relevant EU documents and procedures (e.g.: IPA regulations, implementing regulations, framework agreements, financing agreements, direct and indirect implementation systems, the relevant CBC programme)
* Knowledge and experience of relevant national legislation and procedures in one or the two participating countries (e.g.: working in, with or for public administration)

**Timeline:** The engagement and signing of the contract with the selected Head of the Joint Technical Secretariat (JTS)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 University diploma, and relevant supporting documents (e.g.: certificates of employers or contracts of employment or services) as evidence of their previous work experience to the following email: [blerdon.pajaziti@rks-gov.net](mailto:blerdon.pajaziti@rks-gov.net) latest by 17.11.2023 until 16.00.

Subject: “**Application for the Head of the Joint Technical Secretariat (JTS) 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.