**We Are Hiring: Positions for IPA ADRION LANDS Project**

The Municipality of Berovo, North Macedonia, is pleased to announce three job openings as part of the IPA ADRION LANDS Project. These positions provide the opportunity to contribute to impactful projects focused on regional development and environmental sustainability.

We are hiring staff in the frame of the project **“Land and Soil Sensors System- LANDS”** (Reference No: IPA-ADRION00510). This is a 30 months project funded by the Interreg VI-B Interreg IPA Adriatic Ionian Programme (IPA ADRION), program priority: Supporting a smarter Adriatic - Ionian region. The project contributes to the specific objective: SO 1.1: Strengthening innovation capacities in the Adriatic - Ionian region.

Project Partners, besides the leader, Public institution RERA S.D. for coordination and development of Split-Dalmatia County (Croatia) are Municipality of Ajdovščina (Slovenia), European institute for local development (Greece), Alma Mater Studiorum - University of Bologna (Italy), Ideas on the Net national consortium (Italy), Faculty for business economics and law bar (Montenegro), Science technology park Čačak (Serbia), European Development Agency - Branch office in Skopje (North Macedonia), City of Derventa (Bosna and Herzegovina), Young Albanian Entrepreneurs union (Albania), and Municipality of Berovo (North Macedonia).

**Overall оbjective** of this project is developing and enhancing research and innovation capacities and the uptake of advanced technologies through developing skills for smart specialisation, industrial transition and entrepreneurship. In particular the project wants to support the creation and development of WISEs (work inclusion social enterprises), SMEs (Small and Medium Enterprises), and STARTUPs, based on the use of new technologies for facing landslides and drought soils.

**Target groups**

* SME - Interested companies in developing landsides and drought prevention services will be engaged. In particular, this actor is the focus of activities devoted specifically to skills transfer. Managerial capacity transfer and capacity building development is at the center of revamp traditional sectors by accessing a market characterized by the implementation of new technologies.
* Higher education and research organisations - Alma Mater Studiorum - University of Bologna (UNIBO) is the research institution that provides the technology at the center of the project. The actor is in particular at the center of the activity that gives impetus to the other project activities, creating a strategy for technology scaling. Starting from a technology that has already been implemented locally, it will be possible to identify its possible uses through the planned pilot actions.
* Local public authority - local authorities can achieve a greater awareness of the need to prevent landslides and drought as well as in the decision making. In addition, they are connected to each other, being able to exchange solutions and best practices to face challenges
* Other - Private Landowners: The land on which the technology will be installed will also be private as well as public. Landowners can have a greater awareness of their landowns, with more efficient use of them. In addition, they will be in connection with companies that deal with these new technologies. Also, landowners are involvend in the research part of the project due to their knowledge about the territorial needs.
* Interest groups including NGOs- WISEs (work integration social entertprises): Capacity transfer in staffing also includes WISEs, that aim at social inclusion of disadvantaged people to be involved. Interested WISEs in developing landsides and drought prevention services will be engaged.
* Regional public authority- Regional authorities can achieve a greater awareness of the need to prevent landslides and droughts, for this reason they will be involved in providing data and information. In addition, they will be involved in the dissemination phase, as they will encourage to develop new policies addressing local authorities. They can also have a future role in supporting landowners through programs and resources.

Below are the details for each role:

**1. Project Manager – IPA ADRION LANDS Project**

**Institution Name:** Municipality of Berovo, North Macedonia
**Location:** Hybrid (remote and on-site in Berovo)
**Position Start Date:** January 1st, 2025
**Application Deadline:** 7 days from the vacancy announcement
**Salary:** EUR 33,264 for the entire project duration
**Contract Duration:** 30 months (project-based)
**Working Time:** Part-time (220 days)

**Position Overview:**

The ***Project Manager*** will lead the implementation of the IPA ADRION LANDS Project, overseeing activities, ensuring timely delivery of outputs, managing communication, and supporting financial and technical reporting.

**Key Responsibilities:**

* Coordinate all aspects of the project to ensure smooth implementation and timely delivery.
* Oversee execution of Work Packages (WPs), ensuring deliverables are met.
* Lead internal communication and coordination with project partners.
* Prepare technical and financial reports in collaboration with Financial and Technical Managers.
* Maintain effective communication with stakeholders.
* Ensure compliance with project guidelines and administrative requirements.

**Required Qualifications:**

* Education: Bachelor's degree and/or relevant experience in project management or related field (Master’s preferred).
* Experience: Minimum 5 years in project management; experience with EU-funded projects is an advantage.
* Skills: Strong leadership, excellent communication, and proficiency in digital tools.
* Languages: Fluency in English and Macedonian (written and spoken).
* Other Requirements: Residency in Berovo or ability to travel regularly; valid driving license (B, C).

**Application process:**

Candidates can apply by submitting a one-page cover letter stating why they are interested in this position, what they would bring to the role and how they fit the person specification. This letter should be submitted with a CV to lands.berovo@gmail.com by 15:30 hrs. Thursday, 26th December, with “Project Manager” in the subject line. The final decision will be made on27th December 2024 and the selected staff member will be expected to start on 1st January 2025.

**2. Technical Manager – IPA ADRION LANDS Project**

**Institution Name:** Municipality of Berovo
**Location:** Hybrid (remote and on-site in Berovo)
**Position Start Date:** January 1st, 2025
**Application Deadline:** December 26, 2024
**Salary:** EUR 24,696 for the entire project duration
**Contract Duration:** 30 months (project-based)
**Working Time:** Part-time (210 days)

**Position Overview:**

The Technical Manager will oversee all technical activities within the IPA ADRION LANDS Project. This role involves planning, coordinating, and managing technical aspects, ensuring alignment with objectives and deliverables.

**Key Responsibilities:**

* Plan, coordinate, and implement all technical activities.
* Schedule and oversee field visits of technical experts.
* Collect data and information for the research plan.
* Participate in research and preparation of strategic documents.
* Draft narrative reports and supervise technical activities.
* Ensure compliance with donor regulations and municipal policies.
* Communicate with municipal staff and stakeholders.

**Required Qualifications:**

* Education: University degree in technical sciences and/or relevant experience in project management (Master’s preferred).
* Experience: At least 5 years managing projects; preferably EU-funded projects.
* Skills: Strong technical expertise, public relations, and proficiency in MS Office.
* Languages: Fluency in Macedonian, and English (written and spoken).
* Other Requirements: Availability for travel; excellent time management skills.

**Application process:**

Candidates can apply by submitting a one-page cover letter stating why they are interested in this position, what they would bring to the role and how they fit the person specification. This letter should be submitted with a CV to lands.berovo@gmail.com by 15:30 hrs. Thursday, 26th December, with “Technical Manager” in the subject line. The final decision will be made on27th December 2024 and the selected staff member will be expected to start on 1st January 2025.

**3. Administrative Staff – IPA ADRION LANDS Project**

**Institution Name:** Municipality of Berovo
**Location:** Hybrid (remote and on-site in Berovo)
**Position Start Date:** January 1st, 2025
**Application Deadline:** December 26, 2024
**Salary:** EUR 4,704 for the entire project duration **Contract Duration:** 30 months (project-based)
**Working Time:** Part-time (40 days)

**Position Overview:**

The Administrative Staff will handle tasks of an administrative, bureaucratic, and financial nature, ensuring adherence to procedures and contributing to the smooth functioning of the project.

**Key Responsibilities:**

* Perform administrative and financial tasks following established procedures.
* Assist in preparing project reports and maintaining records.
* Support communication and coordination with project stakeholders.

**Required Qualifications:**

* Education: High school diploma (university degree preferred).
* Experience: Previous experience in administrative or financial roles on EU-funded project/s.
* Skills: Strong organizational skills, attention to detail, and proficiency in MS Office.
* Languages: Fluency in Macedonian and English language.

**Application process:**

Candidates can apply by submitting a one-page cover letter stating why they are interested in this position, what they would bring to the role and how they fit the person specification. This letter should be submitted with a CV to lands.berovo@gmail.com by 15:30 hrs. Thursday, 26th December, with “Administrative Officer” in the subject line. The final decision will be made on27th December 2024 and the selected staff member will be expected to start on 1st January 2025.