

**Joint Secretariat**  
**INVESTMENT MONITORING EXPERT**  
**Job Description**

**1. Employer**

National Authority – Ministry of Local Self-Government (MoLSG) – North Macedonia

**2. Administrative Unit**

INTERREG VI-A IPA Programme Bulgaria – North Macedonia 2021-2027, Joint Secretariat (JS)

**3. Job Title**

Investment Monitoring Expert

**4. Subordination**

Head of Joint Secretariat (JS) and National Authority

**5. Objective**

As a part of the JS staff the Investment Monitoring Expert duties are focused on activities related to construction works and supply of equipment within the project proposals and financed projects, and in this respect the expert will be engaged in the following activities: preparation of calls for proposals, assessment of project proposals, contracting, monitoring and control of the funded projects.

He/She is also the contact expert to applicants and beneficiaries for providing advice on content related issues. In addition the Investment and Monitoring Expert is responsible for carrying out the tasks laid down in the JS Manual for Internal Organizational Rules. The Investment Monitoring Expert is responsible for all the tasks assigned to him/her relating to the implementation and closure of the Bulgaria - North Macedonia IPA Cross-border programme.

The Investment Monitoring Expert is expected to supervise beneficiaries mainly on projects that foresee investment activities.

**6. Position summary and Duration**

The duration of the position will be from the day the contract enters into force until the closure of the programme.

The Investment Monitoring Expert will also be responsible for the relevant administrative, monitoring and logistic tasks related to the internal functioning of the INTERREG VI-A -IPA Programme Bulgaria-North Macedonia CCI 2021TC16IPCB006.

## 7. Duties

The duties of the Investment Monitoring Expert are the following:

- ✓ participate in preparation and update (if necessary) of the Application Package;
- ✓ participate in the preparation of calls for proposals (in cooperation with the MA, NA and MC and/or other relevant bodies);
- ✓ provide support and advice to INTERREG - IPA CBC candidates during the application phase mainly on the content related to construction works and supply of equipment;
- ✓ participate in the project proposals evaluation procedure;
- ✓ contribute to the work of the assessors and controllers within the focus of the duties described above;
- ✓ participate in pre-contracting procedures;
- ✓ participation in public procurement and subcontracting procedures including preparation of related technical documentation;
- ✓ draft Subsidy Contracts;
- ✓ act as advisor for the implementation of funded projects, especially of those that envisage investment activities;
- ✓ review and approve sections of the progress reports submitted by Lead Partners, related to construction works and supply of equipment within projects that envisage investment activities;
- ✓ propose draft decisions of the Monitoring Committee regarding requests from project partners;
- ✓ conduct on-the-spot visits of projects;
- ✓ prepare statistical analyses and monitor data for the Monitoring Committee and the European Commission concerning all matters related to investment activities;
- ✓ prepare sections related to construction works and supply of equipment of the reports on the progress achieved by projects that envisage investment activities;
- ✓ carry out risk assessment on project level related to the investment activities envisaged in the projects;
- ✓ report irregularities (if any);
- ✓ update the Joint Electronic Monitoring System (JEMS) database;
- ✓ participate in development of a plan to disseminate the results achieved by projects, involving therelevant stakeholders and actors;
- ✓ participate in archiving relevant programme documents;
- ✓ monitor projects' web-sites, collect, summarize and communicate project and programme achievements as well as good practices related to the investment activities foreseen in the projects in cooperation with the other members of the JS team;
- ✓ contribute to the development of methodologies, thematic studies and dossiers concerning the content related to construction works and supply of equipment;
- ✓ participate and contribute to Programme events; (Monitoring Committee, Strategic Board, task forces, European Cooperation Day, working groups, etc.)
- ✓ contribute to the Programme web-site, elaboration of promotional materials and other publications.

## **8. Authority / Competence**

- ✓ to become acquainted with legal and administrative orders related to the functioning of the programme;
- ✓ to correspond on matters related to tasks;
- ✓ to participate in training activities;
- ✓ to participate in various committees, task forces, working groups, etc., when necessary;
- ✓ to carry out information and consultation activities on matters related to tasks;
- ✓ to request and receive information and documents from institutions co-operating with the JS;
- ✓ to be supplied with the necessary technical equipment, office logistics, stationery and information.

## **9. Required Qualifications**

- ✓ Minimum degree in Technical and natural sciences in the following areas: architecture, construction and geodesy, general engineering, urban planning;
- ✓ fluent in English in speaking and writing;
- ✓ advisory and presentation skills;
- ✓ excellent computer skills;
- ✓ ability to organize, plan and implement work assignments, to work under pressure of frequent and tight deadlines;
- ✓ ability to propose solutions for administrative procedures related to project management;
- ✓ personal characteristics such as excellent communication, ability to establish and maintain effective working and team relations.

## **10. Required experience**

- ✓ General professional experience relevant to the university degree or in the fields of activity, according to the functions defined in the job description – minimum two years;
- ✓ good understanding of the programme area;
- ✓ experience in programme/s funded by the EU, other relevant European organizations, or general project management will be treated as an advantage;
- ✓ knowledge of tendering procedures (knowledge of procurement procedures under PRAG will be considered an asset);
- ✓ experience with on-the-spot monitoring, evaluation and reporting of investment/infrastructure projects will be considered an asset;
- ✓ knowledge and experience in using and managing databases;

## **11. Cooperation**

Cooperation with: other members of the JS team, the National Authority, the Managing Authority, members of the Monitoring Committee, potential applicants and contracted beneficiaries, relevant EC services, etc.

## **12. Responsibilities**

- ✓ Responsible for effective, efficient, timely and qualitative fulfillment of the assigned tasks;
- ✓ Responsible for providing timely and accurate information;
- ✓ Responsible for safe operation and maintenance of the equipment and other resources entrusted by the employer.

## **13. Location**

The Investment Monitoring Expert will fulfill his/her duties at the JS Branch Office in Strumica, and as needed at the offices of the Ministry of Local Self Government and on the field.