



**Framework Contract (FWC): SEA 2023
Lot 2 - Sustainable natural resources management
REQUEST for Specific Contract: SEA-2023-40905**

“Enhancing the self-organisation of farmers in creation and management of small-scale irrigation systems”

**Job Vacancy Announcement for:
Project Officer Assistant (REF: PA/A/1)**

Post reference number:	Project Officer Assistant
Place of work:	Ministry of Agriculture, Forestry and Water Economy - 2, Leninova 1000 Skopje Republic of North Macedonia
Estimated starting date:	16 th of June 2026
Period of employment:	16 months (full time)
Closing date for applications	14 th June 2026 (12:00 pm, GMT+1)

1. BACKGROUND

The objective of the EU funded project is to strengthen the capacities of farmers' groups and cooperatives in North Macedonia to sustainably use and manage small-scale irrigation systems, while ensuring that institutional and legal frameworks enable participatory irrigation management (PIM) in line with EU best practices and the agriculture and water acquis.

The Beneficiary administrations are the Ministry of Agriculture, Forestry and Water Economy (MAFWE) and JSC Vodostopanstvo.



This Project is funded by the European Union





2. DUTIES

Reporting directly to the *Team Leader and NTU Project Management*, the Project Officer Assistant's daily duties fall under the following areas:

- administrative assistance to the Project Team during the whole implementation of the Project and support to the effective delivery of the mandatory results;
- ensuring a good flow of communications and coordinating different partners;

Specifically, office management and administrative tasks include:

- providing support to the preparation and delivery of working activities as foreseen in the ToRs, including organization of training sessions, conferences, expert missions etc. and related administrative tasks;
- providing IT, logistics and administrative support to training sessions, workshops, seminars and events in general, also in connection to its organization and financial/administrative management;
- drafting and editing relevant project documents in Macedonian and English languages;
- taking minutes of meetings, Steering Committees, workshops etc. and preparing notes and summary records;
- other duties and *ad hoc* support to the Team including advice and guidance on local issues, social media management and implementation of communication and visibility activities;
- supporting in translation and interpretation, if and when needed.

3. QUALIFICATIONS AND EXPERIENCE REQUIRED

The candidate is expected to be individual with excellent written and oral communication skills and the ability to work closely with the Project Team Leader and the team of experts.

The Project Officer Assistant shall not have been in any contractual relation with the Beneficiary Country public sector during at least the 6 months preceding their hiring.

To be eligible, an applicant must have:

- University degree or equivalent qualification in Public Administration, Management or any other discipline relevant for the position;
- Minimum 3 years of general professional experience;
- Experience in accounting and managing;





- Excellent drafting abilities;
- Capacity to maintain effective document and record management;
- Organizational capacities;
- Fluency in both written and spoken Macedonian and English languages;
- Good computer skills, including MS applications (Word, Excel, Outlook and Power Point);
- Good command of social media, conferencing platform, cloud storage and backup services etc.;
- Experience with Translation and Interpretation
- Excellent communication and interpersonal skills;
- Excellent team working abilities is essential together with an innate diplomacy;
- Strong sense of initiative and responsibility;
- Ability to cooperate smoothly in the multicultural environment.

The following criteria will be considered an asset to the present position:

- Academic background in agricultural sciences/irrigation/agribusiness;
- Experience as an assistant on other EU- and/or international donor-funded projects;
- Working experiences in an international environment;
- Knowledge of public administration in the field of agriculture and rural development in North Macedonia;
- Knowledge of the EU policies and institutions;
- Knowledge of EU PRAG.

4. CONDITIONS OF EMPLOYMENT

The Project Officer Assistant will be self-employed and will undertake full responsibility for the payment of all taxes and obligations deriving from the legislation in force in the Country, including for those related to medical and social insurance.

The assignment will be full time and the specific contract will run from the date of the signature throughout the period of implementation of the Contract.

Working hours will be as those that are in force at the Beneficiary administration.

All the contractual aspect will be discussed directly with the Contractor NTU International for the administrative and financial management of the project.





5. APPLICATION AND SELECTION PROCEDURES

Qualified candidates should send their applications for the above-mentioned position, duly completed in English, not later than **14th June 2026 (12:00 pm, GMT+1)** to the following email addresses:

- ✓ Irrigation.mk@ntu.eu (project's email)
- ✓ ar@ntu.eu (Contractor for the administrative and financial management of the project)

Please specify your surname and the position reference in the subject of the email as follows: **“SURNAME” REF: PA/A/1**

Your application, in the English language, must include:

- letter of intention, signed by the applicant, explaining the compliance with the eligibility criteria for the specified position;
- CV (Europass format*) in English language with a detailed description of professional experience and education (with exact dates);
- Copies of supporting documents (University degree(s), reference letters and certificates in the original language and, if available, in English).

All documents are to be sent once in .PDF format.

Incomplete applications or those submitted after the above-indicated deadline will not be considered eligible.

Only applicants selected for the interview will be notified.

At least three (3) short-listed candidates will be invited to attend for a 30-minute cognitive interview, to be held in presence. It will be consisted of verification of the characteristics expressed by the candidate in the candidate's CV and the translation of a text inherent to the subject of the project from English to Macedonian and vice versa.

Once the administrative procedure is completed, the selected candidate will be informed on the expected start of the engagement. Tentatively, it may be on **16th of June 2026**.

Selected candidate will sign a contract with **NTU International**, Vestre Havnepromenade 5, 9000 Aalborg, Denmark, as the Contractor in charge for the administrative and financial accounting of the project.

Applications will not be returned to the candidates.

* Available at: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

