



No. 13/2023

Terms of Reference (ToR)

Position: Project Coordinator

Duration of the contract: 11 months (1st August - 30th July 2024)

Work base: Hybrid, Skopje and Tetovo.

Job description:

Open Call Project Coordinator will primarily coordinate & assist FECh's project on ***"Promoting Youth Engagement in Accountability of Public Institutions"*** in ensuring successful implementation of the foreseen activities and objectives.

About FECh:

Forum for Educational Change - FECh is a grassroots Civil Society Organization (CSO) that aims to contribute to the enhancement of the quality of higher education in North Macedonia and to empower students to contribute to the local and international community through their active participation in the decision-making processes.

FECh is a joint investment of people of goodwill who have joined with precise goals - that Macedonia should have high-quality public education while the students should be the ones who decide, not only to follow the rules set by some people of advanced age in four walls and without transparency.

About the project:

"Promoting Youth Engagement in Accountability of Public Institutions" aims to promote youth engagement in efforts to fight corruption and promote transparency and accountability in higher education institutions. The target group of the project are the students and students parliaments.

Responsibilities:

- To develop a comprehensive activities plan for the project, including timelines, deliverables, and resources required for each activity.
- Coordinate and oversee the implementation of project activities according to the established plan.
- Organizing two modules of the advanced training ***"Stronger Students Union"***

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Ilindenska 87/13 - Tetovo



- In close collaboration with the **pool of trainers**, drafts the programme for the advanced training and other required documents for the training.
- Write narrative reports for the implementation of the activities.
- Works in collaboration with the representatives of the students parliaments in the public universities;
- Coordinate the selection process for the open call for the participants.
- Coordinate the successful implementation of the **StudentsForum**
- Report to the Project Director and other members of the Project team

Requirements:

- Excellent problem-solving ability;
- Experience at managing with project activities
- Highly motivated, responsible, self-directed, resourceful and flexible;
- Proficient command of English (written & spoken);
- Ability to work independently and manage multiple tasks simultaneously
- Strong organizational skills and ability to coordinate various responsibilities and prioritize conflicting demands and deadlines

Financial compensation:

The engagement of the project coordinator is **33-35 hours per week** and there is a planned financial compensation for it in the amount of **27,000 - 31,100 denars gross** depending on the experience of the candidate.

Interested and qualified candidates need to enclose the following documents to the application:

1. **Application form**
2. **CV (Europass CV is preferable)**
3. **Two written recommendation letters**

The **Application Form**, the **recommendation letter**, and the **Europass CV** must be in English. Additional documents will be required for shortlisted candidates. Applications can be submitted by e-mail only.

If you are interested to apply for this position and you fulfil all the criteria, please send your application containing all necessary documents by email to fech.mk@gmail.com no later than **31st July 2023**.

Only shortlisted candidates will be invited for an interview.

