



Call for project coordinator

August - November 2017

1. Organisation

Name: Center for Intercultural Dialogue
Youth Center MultiКулТИ
Address : Mesna Zaednica Tode Mendol, bb Vuk Karadzic
1300 Kumanovo
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Email: info@cid.mk
Webpage: www.cid.mk // www.multikulti.mk

Contact information

Phone no: ++389 71 390 192
Email: info@cid.mk
Deadline: 01.08.2017
Test period: August 2017

2. General description

Position: Project Coordinator
Full-time (40 hours per week)
Possibility for part-time work (20 hours per week)

3. Tasks and responsibilities

- ✓ Implement the duties as project manager for the purposes of the Project
- ✓ Prepare the Project narrative and progress reports
- ✓ Communicate, support and arrange meetings with project partners
- ✓ Mailing, archiving project documentation, coordinate the planned project activities and financial issues
- ✓ Respect the given time schedules for reporting and other project activities
- ✓ Perform other activities enabling achievement of the project objectives
- ✓ Perform the duties assigned faithfully,
- ✓ Put maximum effort and abilities in coordination and implementation, and reflect the interests of the contracting authority
- ✓ Keep all members of the team up-to-date with current information and paperwork
- ✓ Work in rural areas in Lipkovo and Staro Nagoricane
- ✓ Actively participate in team meetings and in planning meetings with the staff of CID

4. Qualifications

- ✓ Willing to work in a multicultural and dynamic environment;
- ✓ Proven work experience as a Project Coordinator or similar role
- ✓ Experience in project management in a NGO sector
- ✓ Ability to work independently with minimal managerial supervision
- ✓ An ability to prepare schedules and step-by-step action plans
- ✓ Familiarity with risk management and quality assurance control
- ✓ Fluent knowledge of Macedonian and English;
- ✓ Organizational skills, including multitasking and time-management;
- ✓ Teamwork oriented
- ✓ Priority will be given to members of the General Assembly of CID.

5. Conditions

Period	1-15 August (test period), 15 August – 15 November – 2017 with the possibility for renewal of the contract
Working language	Macedonian, English (preferably and Albanian)
Monthly compensation	20 000 MKD gross amount

6. How to apply

Please send your CV and motivation letter to:
info@cid.mk

The pre-selected candidates will be contacted by the organisation for an interview in the first week of August 2017