

Call for event logistic and field-visit support

1. Organisation

Name: Center for Intercultural Dialogue Youth Center
MultiКулти

Address : Mesna Zaednica Tode Mendol, bb Vuk Karadzic 1300
Kumanovo

Phone no: ++389 78 350 598

Email: info@cid.mk

Webpage: www.cid.mk // www.multikulti.mk

Contact person

Name: Mila Josifovska

Phone no: ++389 71 390 192

Email: mila@cid.mk

Deadline: 04.01.2018, 12:00 h.

General description

Position: Event logistics and field-visit support

2. About the project:

The training has 3 main conceptual blocks: organisational development and impact measurement.

The **organisational development training** part will address the organisational needs of participant organisations in order to strengthen them with learning and exchange by sharing useful tools that they can use for their own organisational development and training. The methodology will be based on the model of the Organisational Pentagon (OP), learnt from Fundacion SES and adapted to the IVS reality by the CCIVS, which allows working and understanding in a very intuitive way the main pillars of organisational health (conceptualised as structure, functioning, sustainability, communication, relations), adapting them to IVS and regional realities, and make a deep needs assessment at the same time that knowledge is acquired. Such analysis give the basis for a strategic planning for the organisation, which will be practised for the most relevant topics in each region.

The **impact research training** block will include the theoretical model developed to create the research, the results obtained and conclusions extracted, and the techniques to implement impact research in an organisation. Participants will experiment the techniques by themselves and with their partners, as a first step before making the practical experience in their countries.

In Macedonia, a training course and a field visit will happen from January 24th – February 3rd 2018, which is planned to happen in Etno Selo. The training will be from January 26th (arrival day for participants) to January 31st (departure of participants), whereas the field visit will be from February 1st - 3rd, 2018.

3. Tasks and responsibilities

1. Logistics and coordination:

- ✓ Contacting and arranging items instructed by project coordinator in local languages;
- ✓ Arranging and coordinating participants' arrivals and departures (local transport);
- ✓ Arranging accommodation, food, venues for training and field visit;
- ✓ Purchasing required materials and other items for the project;
- ✓ Uploading photos and doing social media promotion in English.

2. Field-visit support:

- ✓ Organising the field visit in MultiКулти;
- ✓ Supporting the two trainers with the activities in the mobility and the field visit;
- ✓ Attending preparation meetings;
- ✓ Translating the interviews in the local languages;
- ✓ Transcribing and translating the interviews in the final phase.

4. Qualifications

- ✓ Fluency in at least one of the local languages (knowing both languages will be considered as an asset);
- ✓ Good knowledge of English;
- ✓ **Willingness to develop their competences in project coordination;**
- ✓ Enthusiasm for the project topic;
- ✓ Good logistic skills and working under pressure;
- ✓ Risk management skills;
- ✓ Priority will be given to members of the General Assembly of CID.

5. Conditions

Period:	Part time engagement in the period January – February 2018 (approximately 6h per week)
	Full time engagement in the period 24 th January – 3 rd February 2018
Payment:	total of 12 000 MKD gross amount
Special requirement:	Must be able to attend the full duration of the full-time engagement.

6. How to apply

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

The subject on the email should be **'Application for event logistic and field-visit support'**.

Applications that do not fulfill the criteria will not be taken into consideration.

The pre-selected candidates will be contacted by the organisation latest January 9th 2018.