

# Call for Mobility Officer

## 1. Organization

NAME: Center for Intercultural Dialogue

ADDRESS: Vuk Karadzic 19A, 1300 Kumanovo

TEL: +389 31 421 330

WEB: [www.cid.mk](http://www.cid.mk)

## Contact Person

NAME: Andrijana Tashevska

TEL: +389 71 390 192

+389 71 359 957

EMAIL: [info@cid.mk](mailto:info@cid.mk)  
[sending@cid.mk](mailto:sending@cid.mk)

**Deadline** 31<sup>st</sup> of January 2020

## 2. GENERAL DESCRIPTION

**Position:** **Mobility Officer**  
Part Time (20hpw)

## 3. TASKS AND RESPONSIBILITIES

- Communication with organisations and networks and establishing partnerships
- Opening calls and selecting participants for national and international mobility projects
- Online / Offline meetings with participants before and after the mobility
- Monitoring of payments for sending fee on a separate transaction account
- Monitoring and ensuring reimbursement of travel costs for participants
- Designing and/or delivering documentation and materials for a successful participation (info-pack, participation agreement, decision for appointing participants etc.)
- Sending evaluation forms to participants and ensuring their completion
- Encouraging participants to share their experiences by writing articles for the CID website
- Maintaining constant communication with participants sent on long-term mobilities
- Actively participate in CID team meetings

## 4. QUALIFICATIONS

- Willing to work in a multicultural, international and dynamic environment
- Able to work independently with minimal managerial supervision
- Fluent in Macedonian and English
- Good communication skills
- With organizational skills, including multitasking and time-management
- Display flexibility and ability to work under pressure and with limited timeframes
- Having a team spirit / ability to work in a team

## 5. CONDITIONS

Period	15 <sup>th</sup> – 29 <sup>th</sup> February Test Period  March – May 2020  With a possibility to extend the contract and switch to a full time position
Fee	9000 MKD gross amount

## 6. TO APPLY

How to apply	<p>Send your CV and Motivational letter to: <a href="mailto:info@cid.mk">info@cid.mk</a> and <a href="mailto:sending@cid.mk">sending@cid.mk</a></p> <p><i>Only selected candidates will be further contacted by the organization.</i></p>
--------------	---