

Call for Mobility Officer

1. Organization

NAME: Center for Intercultural Dialogue

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Contact Person

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Deadline 28th of February 2022

2. GENERAL DESCRIPTION

Position:

Mobility Officer

Part Time (4 hours a day, Monday to Friday in the office of Center for Intercultural dialogue in Kumanovo)

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

	15 th – 31 st March Test Period
Period	April - June 2022 With a possibility to extend the contract and switch to a full time position
Fee	10000 MKD gross amount

6. TO APPLY

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