

**PUBLIC CALL**

**PROJECT „Clean AirDrom“**

The municipality of Aerodrom-Project: „Clean AirDrom - Zero Solid Waste in Municipality of Aerodrom“ announce the public call for engagement of the following positions on the project:

1. Position No.1 – Project Manager – one person engaged for a period of 36 months, full working time
2. Position No.2 – Finance Assistant - one person engaged for a period of 9 months

**Project background:**

The Municipality of Aerodrom has been awarded in the first call for proposals from the IPA II Annual – EU for Municipalities – Improving Local Government Services through Innovative Concepts. The title of the project is: „Clean AirDrom - Zero Solid Waste in Municipality of Aerodrom“. The overall lead partner of the project is the Municipality of Aerodrom.

Project partners:

- Centre for support to business Omnium Coaching and Training Ltd Skopje, Private and Public law body with legal form;
- Zdruzenie za odrziv razvoj i zastita na zivotnata sredina Gou Grin Skopje\* Association for sustainable development and environmental protection

„Clean AirDrom“ work plan is based on the following main objectives:

- Establishing an innovative solid waste management system for the Municipality of Aerodrom, strengthen capacities of municipal staff, include the vulnerable groups engaged in informal waste picking and raise the awareness of people and legal entities to start utilizing it.
- This Action solves local challenges, in innovative way, as this system has not been implemented before. Also, this action not only includes citizens and business in problem solving related to solid waste management; it also embeds them in local economy recovery (e.g. through valorizing their collected points from proper waste removal in local shops, public- private partnerships, etc.)
- This action will also focus on institutional and capacity building in order to integrate the innovative solution in a sustainable way into the day-to-day operations of the municipality of Aerodrom.

Overall objective of the project is to contribute to increased sustainability of urban living in Municipality of Aerodrom by introducing innovative waste management model. The main target groups are residents and legal entities in the Aerodrom Municipality directly involved in the new zero solid waste management system.

**Jobs description:**

The engaged persons shall be responsible for smooth implementation of the project activities in frame of IPA II Annual Program – EU for Municipalities – Improving Local Government Services through Innovative Concepts, with the following duties and necessary qualifications for each position:

**1. Position No.1. Project Manager – one person engaged for a period of 36 months, full working time:**

- Planning, implementation and successful completion the project in accordance with strict deadlines and within the project budget,
- Execute activities in monitoring of the activities, procurement procedure, communication and maintains of a database related to project documentation, work plans and financial planning process,
- Perform tasks for preparation of the documentation for procurement needed in the project using the documentation in accordance with the Grant Agreement of the project,
- Perform tasks for preparation of tender documentation for the procurement required in the project using the documentation in accordance with the Grant Agreement of the project,
- Prepare a project documents and keep the project archive,
- Provides translation of documents on English language,
- Execute any other activity estimated to be related to the project.

**Qualifications:**

- University degree in scope of the ecology, social scientist, management or any related areas,
- IT literacy including MS Word, Excell, Power Point
- Language proficiency in English,
- Minimum 3 years professional experience in EU projects, foreign donors or developing partners,
- Gross salary per month: 49.000 denars

**2. Position No.2. Financial Assistant– one person engaged for a period of 9 months, full working time:**

- Preparing of updates and analysis of organization and project financial plans as well executing reports regarding donors and organizations requests,
- Preparation of orders for payment, payments, bank reconciliations, etc.,
- Communication and daily work with a bank, accounting, communication with partners and associates for financial-administrative issues

**Qualifications:**

- Minimum 3 years professional experience in finance,
- University Degree in scope of economy, finance or any related areas,
- Language proficiency in English,
- IT literacy including MS Word, Excell, Power Point,
- Responsibility, flexibility and opportunities for working in team and individually.
- Gross salary per month: 36.900 denars

**Submission of Applications**

Interested candidates should submit their applications on Macedonian and English language together with:

- Cover letter,
- CV ((Curriculum Vitae)

Interested candidates should submit their applications until 10.1.2022, 12.00 o'clock on the following e-mail address: [aerodrom@aerodrom.gov.mk](mailto:aerodrom@aerodrom.gov.mk)

Only short listed candidates will be notified. Applications received after the closing deadline will not be considered.

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