



INSTITUTE FOR CARDIOVASCULAR DISEASES
Ohrid - "St. Stefan" tel.+38946 277700 fax: 277201
www.cardioohrid.org.mk; e-mail: cardioohrid@mt.net.mk

ЈЗУ Завод за превенција,
лекување и рехабилитација на
кардиоваскуларни заболувања

PUBLIC CALL

Бр. 02-867

22.10 2018 год
О х р и д

Institute for Cardiovascular diseases of Ohrid has been awarded in first call for proposals from the INTERREG IPA Program of the European Union for Cross-Border Cooperation between the Republic of Greece and the Republic of Macedonia 2014-2020. The title of the project is "Cross-border initiative for integrated health and social services promoting safe ageing, early prevention and independent living for all – CROSS4ALL".

Object of the public call: selection administrative positions by Institute for cardiovascular diseases "Sv.Stefan" Ohrid for organizing a team for preparation and implementation of CROSS4ALL project on the project:

The public call is announced for engagement of three (3) administrative positions on the project:

1. Project manager

- Work of the project manager is to plan, implement and complete the project in accordance with the defined deadlines and within the budget;
- Provides logistical support and coordination of the team and third party contractors or project consultants in the project according the plan;
- Oversees quality control throughout its lifecycle and stakeholders;
- Develops project planning documents and complete communication;
- Prepare agenda, meetings and notes for the meetings;
- Preparing project documentation, plans and reports in accordance with the Grand Agreement signed by the Institute of cardiovascular diseases;
- Prepare tender documentation for procurement needed in the project using the documentation in accordance with the Grand Agreement of the project;
- Regularly communicates for status of the project prior Institute for cardiovascular diseases Ohrid and the project partners and also with all stakeholders (public institutions, companies, business organizations, etc);
- Performs tasks related to approval, monitoring, procurement, recruitment, correspondence, communication and maintains a database of project related with documentation and operational work plans and financial planning processes;
- Assist in the efforts of the consultants, experts and contractors to the project implementation;
- Provides translation of documents on English language;
- Performs any other activity deemed to be related to the project;

Qualifications:

- University degree in field of law and political science;
- IT literacy including MC Office and other programs;



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- Previous professional experience as a project manager or similar in implementation of project from same EU Programme;
- Familiar with PRAG regulations;
- Proof of engagement in project (contract or similar);
- Language proficiency in Macedonian and English;

2. **Financial manager**

- Assist in the work of the Project manager in planning, implementation and successful completion the project in accordance with strict deadlines and within the project budget;
- Performs tasks in approve, monitor, procure, employ, communicate and maintain a database related to project documentation, work plans and financial planning progress;
- Perform activities for preparation of the project documentation, financial plans and reports in accordance with the Grand Agreement signed by Institute for cardiovascular diseases Ohrid as financial partner;
- Perform activities for preparation of tender documentation for procurement required in the project, using the documentation in accordance with the Grand Agreement of the project;
- To organize events to be part of the project activities;
- Assist in preparation of project documents and keep the project archive;
- Provides translation of documents on English language;
- Performs any other activity deemed to be related to the project;

Qualifications:

- University degree in the field of economic science;
- IT literacy including MC Office and other programs;
- Previous professional experience as a project manager or similar in implementation of project from same EU Programme;
- Familiar with PRAG regulations;
- Proof of engagement in project (contract or similar);
- Language proficiency in Macedonian and English;

3. **Administrator**

- Assist in the work of the Project manager in planning, implementation and successful completion the project in accordance with strict deadlines and within the project budget;
- Preparing project documentation, plans and reports in accordance with the Grand Agreement signed by the Institute of cardiovascular diseases;
- Performs activities for preparation of tender documentation for procurement needed in the project using the documentation in accordance with the Grand Agreement of the project;
- Performs tasks related to approval, monitoring, procurement, recruitment, correspondence, communication and maintains a database of project related with documentation and operational work plans and financial planning processes;
- Helps the project manager with providing logistical support and coordination of the team and third party contractors or project consultants in the project according to the plan;



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- Provides translation of documents on English language;
- Performs any other activity deemed to be related to the project;

Qualifications:

- University degree;
- IT literacy including MC Office and other programs;
- Previous professional experience as a project manager or similar in implementation of project from same EU Programme;
- Familiar with PRAG regulations;
- Proof of engagement in project (contract or similar);
- Language proficiency in Macedonian and English;

Submission of Applications

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

- Cover letter – one original and two copies;
- CV (Curriculum Vitae) one original and two copies;
- Copy of documents for necessary qualifications for every position;

The interested candidates should submit their applications in a sealed envelope by post or on hand before the deadline 31.10.2018, 12:00 every working day from 07:00 to 15:30 hours to the archive of the institute for cardiovascular diseases – Ohrid at the following address:

Project "Cross-border initiative for integrated health and social services promoting safe ageing, early prevention and independent living for all – CROSS4ALL"

Public call No.1

Institute for cardiovascular diseases "Sv. Stefan" – Ohrid

**Settlement Sv. Stefan NN
6000 Ohrid
Republic of Macedonia**

Please mark "Not to be opened before the Evaluation Commission session"



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Please state which position you are applying for.
Only short listed candidates will be notified. Applications received after the closing deadline will not be considered,

**Institute for cardiovascular
diseases "St. Stefan" – Ohrid**

