



We are hiring!

We are hiring staff in the frame of the project “**Saraj and Lebane together for green tourism – GREEN TOUR**”. This is a 18 months cross-border project funded by the Cross-border Cooperation Programme Serbia – North Macedonia 2016-2020 under the Instrument for Pre-accession Assistance (IPA II), allocations 2018, 2019 and 2020 (*Reference: EuropeAid/173818/ID/ACT/Multi*. Project Partners, besides the leader, Municipality of Saraj (North Macedonia) are Municipality of Lebane (Serbia) and the CSOs ZIP Institute (Skopje, North Macedonia). *Overall Objective* of this project is to improvement of the touristic offer and development of joint sustainable tourism products and destinations in Saraj and Lebane. *Specific Objective: (1) Touristic offer, products and destinations increased; (2) Visibility of cultural, historical and natural resources and selected destinations is furthered*”.

The project intends to achieve the following *intermediate outcomes*:

- Public tourism infrastructure are improved in terms of upgrading of facilities for environment friendly touristic activities, pollution reduction and sustainable development
- The touristic offers from Saraj and Lebane is increased in terms of common natural, and cultural heritage and values”

Target groups

- About 40 Tourist organizations, tourist agencies and representatives from the Local Self-Government related to tourism (municipal administration, tourist organization, public utility companies) - who will strengthen their capacities and competencies for the management of tourist goods from Skopje and Jablanica district





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- 100 business entities (with about 400 employees), small producers and employees in hospitality sector in Saraj and Lebane.

Final beneficiaries

- About 220,000 tourists who annually visit the region of southern Serbia (Devil's town, Sijarinska Banja, Vlasinsko Lake, Radan Mountain, Prolom Banja, City of Nis, City of Leskovac)
- About 380,000 tourists who annually visit Skopje region · Public officers and public employees of the Municipality of Struga and Municipality of Pogradec.

The intervention logic has been conceived to promote an effective cross-border cooperation between the co-applicants located on the two municipalities Saraj and Lebane, this is first intended and valued as the main touristic attraction in North Macedonia and target area in CBC programme. The Project team will act as unique under the coordination of the Project Manager and along the joint decision procedures envisaged within the project. The Project also has to consider the due cross cutting issues:

- Gender equality and promotion of equal opportunities;
- Protection and promotion of ethnic minority rights;
- Democratic standards, anti-discriminatory practices and good governance;
- Protection of environment and preservation of natural resources and biodiversity;
- Integration of persons with physical and mental disabilities (accessible tourism).

Open Position

- 1) **Logistic Project Officer** (1 position for period of 16th months, 50%)

Note:

- ✓ *The staff under will be hired by Municipality of Lebane (Serbia) thus should be able to work in Lebane, Serbia.*

Start date/project duration: 27th July 2023 - 27st January 2025 (18 months)





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Logistic officer (*hired by Municipality of Lebane, Serbia*)

Detailed description

Logistic Officer will be the person responsible to support the Project Management Team. This is a **part-time position** (50% of the time) and his/her role includes data collection for an assessment of the potential beneficiaries from both sides and coordination among project staff, experts and the beneficiaries.

The main responsibilities of the Logistic Officer include, but are not limited to:

- Support the project team in carry out every-day activities on the field, particularly with local business community
- Support data collection process on the field and assessment of potential beneficiaries under the project;
- Planning and scheduling field visits of the Project staff and experts of potential beneficiaries under the project;
- Create and regular update of a data base of potential project's beneficiaries from both countries (North Macedonia and Serbia)
- Support project team in all logistic and organizational matters, including planned events under the project.
- Draft reports when/if requested;

Required Qualifications

- University degree or at least 2 years relevant working experience in business sector
- Sound knowledge of local environment, both business environment and geographic, including historical/natural heritage of the region;
- Good interpersonal skills;
- Good English language communication skills;
- Good computer skills, especially MS Excel and MS Word, internet browsing and e-mail communication;

Accountability and Working Relationships

- Works closely with all members of the Project Team.

Competences

- Great attention to details, precision and accuracy in performing tasks
- Proactive, creative, solution-oriented person
- Good time management skills
- Flexibility and adaptability of the work challenges





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- Ability to meet deadlines, work on own initiative and consult where appropriate.
- Team Work
- Availability and willingness to travel
- Highly motivated self-starter
- Intercultural sensitivity and awareness are a must

Salary: 520 euros (exchanged in Serbian dinars).

Application process:

Candidates can apply by submitting a one-page cover letter stating why they are interested in this position, what they would bring to the role and how they fit the person specification. This letter should be submitted with a CV to greentour@zipinstitute.mk by 16:00 hrs. October, 3th, with "Logistic Project Officer" in the subject line.

The selection process is conducted in two phases and in multiple languages. The first is CV and cover letter assessment. The second is an interview scheduled on October 5th, 2023. The selection panel is made of 3 members of the project partners. The final decision will be made on October 6th 2023 and the selected staff member will be expected to start on October 6th 2023.

