

**TERMS OF REFERENCE (TOR)**  
**INTERREG ASSOCIATE FOR INTERREG VI-A IPA PROGRAMME**  
**BULGARIA – NORTH MACEDONIA 2021-2027**  
**(2021TC16IPCB006)**

**JOB DESCRIPTION**  
**INTERREG ASSOCIATE**

**1. Employer - Contracting Authority**

The Contracting authority will be the Ministry for Local Self Government (MoLSG) in the Republic of North Macedonia in the role of National Authority (NA).

This position will be financed under the Governance Project for Policy Objective 5 "Europe closer to citizens" (constituent Article 5 of REGULATION (EU) 2021/1060) within the framework of INTERREG VI-A IPA programme Bulgaria - North Macedonia 2021-2027".

**2. Administrative Unit**

INTERREG VI-A IPA programme Bulgaria - North Macedonia 2021-2027

**3. Job Title**

INTERREG associate

**4. Subordination**

Head of JS

Head of Territorial Cooperation

Programme Officer

**5. Objective**

INTERREG associate supports the work of the National Authority (NA) and JS in implementing new tools and mechanisms for the implementation of priorities, requests and projects under INTERREG VI-A IPA programme Bulgaria - North Macedonia 2021-2027, participates in the activities of NA, JS and MA to provide expert support to Macedonian candidates and partners in the programme projects participating in working groups and other operational units/structures created to support territorial bodies (coordinating structures/ councils/ strategic boards, etc.) for implementing integrated territorial approaches - integrated cross-border development under Policy Objective 5 "Europe closer to citizens" (constituent Article 5 of REGULATION (EU) 2021/1060).





Republic of North Macedonia

**Ministry of Local Self Government**

**National Authority for Territorial Cooperation**

**Interreg**



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**IPA** Bulgaria - North Macedonia

## **6. Essential Job Functions/Duties**

Under the supervision of the Head of Territorial Cooperation, the Interreg associate will be responsible for assisting JS and NA in:

- Preparation of official letters and documentation to support Macedonian beneficiaries regarding the contribution of activities proposed by Macedonian partners to the specific goals and priorities of the Integrated Territorial Strategy of the region.
- Participates in the Operational unit/structures of Interreg VI A cross-border program between the Republic of Bulgaria and the Republic of North Macedonia 2021-2027, in supporting the Territorial Strategy under PO 5;
- Providing expert support to Macedonian representatives and territorial authorities in managing and implementing the Territorial Strategy under PO 5.
- supporting and advising Macedonian representatives and territorial authorities in their participation in meetings, technical sessions, and events to facilitate informed decision-making on the management and implementation of the Strategy
- -Advising on the preparation of a document package for applying to a specific call;
- Providing consultative guidance to Macedonian representatives in generating project ideas and participating in info days for announced calls for project proposals.
- assisting territorial authorities in evaluating and approving the submitted project proposals;
- Guiding territorial authorities in conducting temporary evaluations and assessing the impact on achieving the Territorial Strategy goals. Supporting territorial authorities in promoting the Territorial Strategy and advising Macedonian partners on compliance with visualization and publicity requirements during project implementation. assisting territorial authorities in the preparation of information and data on the progress in fulfilling the Territorial Strategy, including updating the information on the Program's website
- Participation in public procurement and subcontracting procedures including preparation of related technical documentation;
- Participation reports, analyses, presentations, positions and opinions on the implementation of the program and the participation of the Macedonian partners in the project;
- Assisting the Head of Territorial Cooperation, Programme Officer and JS in preparation and delivery of workshops to potential applicants/grant beneficiaries and other events in the field;
- Performs general administrative tasks (participation in meetings, correspondence, sending letters, external communication, help desk).
- Performs other tasks, determined by the Head of the JS, the Head of Territorial Cooperation Programme Officer at the Ministry of Local Self-Government.



Republic of North Macedonia  
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National Authority for Territorial Cooperation



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### **7. Required Qualifications**

- University degree in the fields – law, economic sciences, public administration, or other relevant social sciences related studies (minimum 180 ECTS, or VII/1 degree),
- Minimum 5 years of relevant work experience in public institution and/ or private companies;
- Minimum 3 years of relevant work experience with EU – funded projects or international donor projects;
- Fluency in both written and spoken English;
- excellent computer skills;
- ability to organize, plan and implement work assignments, to work under pressure of frequent and tight deadlines;
- personal characteristics such as excellent communication, ability to establish and maintain effective working and team relations.

### **8. Required experience**

- good understanding and knowledge of the programme area;
- experience in EU-funded programs/project or international donor projects;
- familiar with the EU and national regulations concerning territorial cooperation programmes;
- in-depth knowledge and experience in using and managing databases;
- ability to propose solutions for administrative procedures related to project management.

### **9. Location**

The Interreg Associate will work in the office of MoLSG and on the field when the need arises.

### **10. Cooperation**

Cooperation with: other members of the JS team, MA, NA, members of the Monitoring Committee, Strategy Board, applicants and beneficiaries, relevant EC services, service deliveries, etc.

### **11. Responsibilities**

- responsible for effective, efficient, timely and qualitative fulfilment of the assigned tasks;
- responsible for providing timely and accurate information;
- responsible for safe operation and maintenance of the equipment and other resources entrusted by the employer.





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## **12. Reporting**

Formally, the Interreg Associate will be reporting to the Head of the JS, Head of Territorial Cooperation, as well as to the Programme Officer appointed by the MoLSG and to the Managing Authority (if needed).

She/he will report on the implementation of the tasks related to the internal functioning of the TA, including activities in the Work plan.

Each month, she/he will prepare a timesheet and will submit to the Head of Territorial Cooperation for approval.

The approved Time sheet by the Head of Territorial Cooperation should be adopted by the Programme Officer appointed by the MoLSG.

## **13. Note**

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

**Minister of Local Self Government**