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**PUBLIC CALL[[1]](#endnote-1)**

**Clean AirDrom – Zero Solid Waste in Municipality of Aerodrom**

Clean AirDrom – Zero Solid Waste in Municipality of Aerodrom is a project co-funded by the European Union and implemented by a partnership led by the Municipality of Aerodrom. For the purposes of the project, the coordinator – Municipality of Aerodrom is announcing a public call for engaging one person on part time bases, for the position of ***finance assistant.***

**Project background:**

In the frame of the EU program for Municipalities Improving Local Government Services through Innovative Concepts, the Municipality of Aerodrom has been awarded a grant for external actions of the European Union, with implementation period starting from 01.01.2022 and duration of 36 months.

Project partners are the following private and public law bodies with legal form:

* Centre for support to business Omnium Coaching and Training Ltd Skopje and
* Zdruzenie za odrzliv razvoj i zastita na zivotnata sredina Gou Grin Skopje\* Association for sustainable development and environmental protection

This action aims to set up an innovative solid waste management system for the Municipality of Aerodrom in Skopje, North Macedonia, 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. In the process it will benchmark a successful best practice from the EU, from the city of Ljubljana, Slovenia.

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.

**Terms of reference for the position:**

The engaged person shall be responsible for preparing all administrative and financial tasks arising from the activities. The person shall be engaged through a temporary service contract aligned with the project duration. The financial assistant will be engaged with 25% of the monthly working time. The financial assistant is directly accountable to the project director. The gross monthly financial compensation is 9.203 denars. Expected starting date: second half of May 2022.

The financial assistant is predicted to follow and fulfill these tasks:

* Regular follow up and updates on the project budget;
* Collecting and keeping of project related invoices for the Coordinator – Municipality of Aerodrom;
* Preparing orders of payment for the Coordinator – Municipality of Aerodrom, in accordance with regulations and templates prescribed from the Sector for finance within the Municipality;
* Collecting and recording of project financial transactions for the Coordinator – Municipality of Aerodrom;
* Preparing financial statements, projections, re-allocations, budget changes and other financial analyses and reports as per donor´s reporting requirements;
* Assist the procurement processes for the Coordinator – Municipality of Aerodrom and
* Assist the annual expenditure verification process.

**Qualifications:**

* Minimum 3 years of professional experience in donor funded projects;
* University degree in accounting, economics, or a related field of study;
* Excellent knowledge of English;
* Excellent command of Microsoft Office tools;
* Responsibility, attention to details and accuracy;
* Capacity for working in a team and individually.

**Submission of applications**

Interested and qualified candidates need to enclose following in both Macedonian and English:

→ Letter оf interest

→ CV

Applications can be submitted by e-mail only. If you are interested to apply for this position and you fulfill all the criteria, please send your application containing all necessary documents by email to [aerodrom@aerodrom.gov.mk](mailto:aerodrom@aerodrom.gov.mk) not later than 19th of May 2022, 17h.

1. This public call was produced with the financial support of the European Union. Its contents are the sole responsibility of Municipality of Aerodrom and do not necessarily reflect the views of the European Union. [↑](#endnote-ref-1)