



## PUBLIC CALL No. CROSS4ALL # PC1- PT-D 1.4.2 FOR PROJECT CROSS4ALL

The Municipality of Ohrid-Project CROSS4ALL announces the public call No. CROSS4ALL # PC1- PT-D 1.4.2 for engagement of the following administrative positions on the project:

1. Position No. 1. D 1.4.2 Project manager - one person, engaged 64 hours a month for a period of 19 months
2. Position No. 2. D 1.4.2 Financial Manager - one person, engaged 12 hours a month for a period of 19 months

One person can apply for both positions.

### **Project background:**

The Municipality of Ohrid has been awarded in the 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 -CROSS4AAL""

The overall lead partner and first financial partner of the project is the Aristotle University of Thessaloniki - Special Account for Research Funds- Department of Medicine. The Municipality of Ohrid is a financial partner number 4, and the other partners of the project are: Faculty of Information and Communication Technologies ,, Sv. Kliment Ohridski ", Bitola (partner No. 2); Municipality of Naples,Greece (partner No. 3), Institute for prevention, treatment and rehabilitation of cardiovascular diseases St. Stefan, Ohrid (Partner No. 5) and National Confederation of Disabled People (NCDP),Greece (Partner No. 6). The implementation of the project started in April 2018 and is expected to be completed within 24 months.

Specific objective of the KROS4OL project is Improving health care and social services for children and the elderly. Target group of project activities are health and social workers and vulnerable categories of citizens.

CROS4ALL workplan is based on the following main objectives:

- To foster health literacy and digital health literacy and promote self-management.
- To design innovative practices for improving access for vulnerable groups and for tackling health inequalities.
- To improve the capacity of health professionals and infrastructure to accommodate efficiently the needs of the target group.
- To establish new mechanisms focused on the conditions of poverty, services of comfort and counselling at home, including in rural and isolated areas.



-To mobilize inactive individuals and unblock their potential in offering care services to those most in need.

-To promote joint strategies for developing integrated healthcare and social care sans frontiers.

The project will also establish three pilot centers (one pilot in the Municipality of Ohrid with a mobile unit that will intervene in distant places from the city) for health and social protection which will contribute to improved and expanded services for the target groups, services for support that will help citizens to generate and maintain online accurate personal health records and maintain a common Help Desk for citizens and medical tourists.

In the frames of the project, the Municipality of Ohrid should implement the following project activities: Organisation of a one-day Public Project Event (Opening Project Conference), Survey for examining public opinion on the quality of health and social services in the municipality and distant places; Preparation the joint action plan and the guide for status of health and social services in the municipality and distant places; Organization the workshop for primary health and social care for health and social persons and citizens; Procurement, installation and maintenance the Helpdesk; Procurement, installation and maintenance of 3 sets of medical equipment; Procurement, installation and maintenance of 7 sets of medical equipment for a local pilot center for health and social protection that will provide health and social services to vulnerable categories of citizens in the city; Engaging a team of experts who will work in the local pilot center and in the mobile units.

### **Job Description**

The employed persons shall be responsible for smooth implementacion of the project activities in frame of INTERREG IPA Program of the European Union for cross-border cooperation between the Republic of Greece and the Republic of Macedonia 2014-2020, with the following duties and necessary qualifications for each position.

#### **Position No.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 complet communication;
- Prepare agenda, meetings and minutes of meetings;
- Preparing project documentation, plans and reports in accordance with the Grant Agreement signed by the Municipality of Ohrid;
- Prepare tender documentation for procurement needed in the project using the documentation in accordance with the Grant Agreement of the project;
- Regularly communicates for status of the project prior municipality of Ohrid and the project partners and also whit 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 whit documentation and operational work plans and financial planning processes;
- Assist in the efforts of the consultants, experts and contractors to the proect implementation;
- 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 projects from same or similar EU Programme;
- Proof of engagement in project (contract or similar)
- Language proficiency in Macedonian and English.

**PositionNo. 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 processes;
- Perform activities for preparation of the Project documentation, financial plans and reports in accordance with the Grant Agreement signed by Municipality of Ohrid as a project partner;
- Perform activities for preparation of tender documentation for the procurement required in the project using the documentation in accordance with the Grant Agreement of the project;
- Perform activities for preparation of the tender documentation tender documentation for procurement needed in the project using the documentation in accordance with the Grant Agreement of the project;
- To organize events to be part of the project activities
- Assist in preparation a project documents and keep the project arhive;
- 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 projects from same or similar EU Programme;
- 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 (Corriculum Vitae) one original and two copies;
- Electronic copy of the application on CD

The interested candidates should submit their applications in a sealed envelope by post or on hand before the deadline 27.09.2018 every working day from 08:00 to 16:00 hours to the archive of the Municipality of 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 -CROSS4AAL"

Re announced Public call No. CROSS4ALL # PC1- PT-D 1.4.2 (\* required number of public call)

Municipality of Ohrid  
Sector for Tourism and local economic development  
Street "Dimitar Vlahov" 57,  
6000 Ohrid  
Republic of Macedonia

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

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.

No telephone calls please.



Jovan Stojanoski  
Mayor  
Municipality of Ohrid