

Terms of Reference

Project Assistant

in supporting project implementation of CNVP's office in North Macedonia

I. Introduction and background

CNVP (Connecting Natural Values & People Foundation) is a Dutch-based organization operating in the Balkans, a successor of SNV the Dutch development organization. Currently, CNVP is implementing projects in various fields, with its offices across the Balkans assisting rural people through providing quality services in environmental protection, climate issues, rural development, forestry, NTFPs and biomass as renewable energy, and with that to increase the capacity of local actors to achieve their own sustainable development. More information about CNVP can be found at www.cnvp-eu.org.

CNVP, through its branch offices in North Macedonia and Albania, is implementing a portfolio of different projects across the country.

The CNVP office in North Macedonia is looking for a qualified person to fill the position of **Project Assistant** for project implementation.

II. Position summary

Project Assistant (PA) will contribute to projects which are under implementation of CNVP in North Macedonia. S/he will be assisting other senior project staff in the fields of Project implementation management, forestry and/or environment, finance administration, logistics, and similar.

Position summary

The Project Assistant (PA) will be supporting the content and administrative/logistical aspects of the project activities in North Macedonia. He or she will be assisting in project implementation. He or she will be assisting in filing and maintaining all project documents, including monitoring and filed work.

The PA will be directly responsible to the CNVP Country Director in North Macedonia.

III. Main responsibilities

The PA will be required to:

- Assist in the general implementation of the projects within the portfolio of CNVP North Macedonia (forestry, environment, nature based tourism, NTFP etc.).
- Assist in financial reporting to CNVP office in North Macedonia, and the donor according to the project requirements.
- operationally support the sub-granting schemes, implementation, and its impact and assist in the financial activities of the same;
- Support the monitoring sub-granting plan and evaluate the financial project's outcomes and results on a regular basis;
- Assist in financial trainings and capacity building activities to subgrantees on financial reporting procedures and mechanisms;
- Assist in promoting CNVP and the project in line with the core values of the organization and the commitments envisaged under the project;
- Assist in collaboration and network with local stakeholders;
- Assist in building excellent relationships, networking links with potential sub-grantees;
- Provide necessary financial and administrative assistance to the CNVP for any other project initiatives;
- Assist the organization on conducting events envisaged in the projects under implementation;

IV. Competency

- Excellent written and oral communication skills in English.
- Excellent organizational skills and the ability to meet deadlines.
- Capability to summarize the assignment and draw conclusions on related topics
- Integrity is demonstrated by modeling CNVP's values and ethical standards;
- Cultural, gender, religion, race, nationality, and age sensitivity and adaptability are demonstrated.

V. Personal profile requirements

- A bachelor's degree in forestry, biology, natural sciences, economics, finances, and/or related field
- Good analytical, teamwork, gender, participatory approaches, and financial skills are required;
- English and Macedonian language skills are required. Knowledge of local languages is advantageous;
- Superior communication, report writing, and analytical skills;
- B category driver's license