



Building a Greener Economic Environment

JOB DESCRIPTION

Vacancy position: **Financial and Administrative Officer**

Location: **Skopje**, North Macedonia

Organization: CNVP, branch office in **North Macedonia**

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 new three-year project (2022-2025) "Sustainable use of natural resources for transboundary socio-economic development of protected areas in North Macedonia and Albania (Korab-Koritnik, Shar, and Albanian Alps)", funded by Prespa Ohrid National Trust (PONT).

The CNVP office in North Macedonia is looking for qualified people to fill the position of **Financial and Administrative Officer** in order to implement the new project.

Position summary

The Financial and Administrative Officer (FAO) will be in charge of the financial and administrative aspects of the project activities and reporting in North Macedonia. S/he will keep track of the project subgrantees and make payments. He or she will be in charge of financial reporting for the project and will assist the Regional Finance Officer as needed. He or she will be responsible for filing and maintaining all project documents, including financial and other documents.

FAO will provide financial, administrative, and logistical support to the project team and office for all project outputs. S/he will be well-versed in finances, administration, rural tourism, SMEs, and civil sector financial work. He or she will help the project team with sub-grant schemes, their implementation, and their impact. He/she will ensure good communication with finance colleagues in CNVP offices in Albania and Kosovo, as well as support the ecological corridors in his/her scope of work and contribute to cross-border project activities.

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

Main responsibilities

CNVP - Building a Greener Economic Environment

Active in Albania, Kosovo, Macedonia, Montenegro, Serbia and Bosnia-Herzegovina

info@cnvp-eu.org

www.cnvp-eu.org

The **Financial and Administrative Officer** will be required to:

- Support the general implementation of the project "Sustainable use of natural resources for transboundary socio-economic development of protected areas in North Macedonia and Albania (Korab-Koritnik, Shar and Albanian Alps)" ;
- Contribute with financial reporting to CNVP office in North Macedonia, CNVP Albania, and the donor according to the project requirements;
- Contribute, and operationally support the sub-granting schemes, implementation, and its impact and coordinate financial activities of the same;
- Support the monitoring sub-granting plan and evaluate the financial project's outcomes and results on a regular basis;
- Execute the payments in the CNVP financial system.
- Provide financial trainings and capacity building activities to subgrantees on financial reporting procedures and mechanisms;
- Ensure technical, financial, and administrative compliance with CNVP and PONT subgrant management/reporting procedures.
- Support the coordination of activities with the CNVP offices in Albania and Kosovo, as well as with the donor PONT;
- Promote CNVP and the project in line with the core values of the organization and the commitments envisaged under the project;
- Contribute to collaboration with National Parks, municipalities, NGOs, PONT grantees, the local community, and other relevant institutions and stakeholders;
- Build excellent relationships, networking links with potential sub-grantees;
- Provide necessary financial and administrative support to the CNVP for other project initiatives and other donor-funded projects;
- Support the organization on conducting environmental-related events envisaged in the project's work plan;
- Support the project team and its partners in the organization and implementation of other activities related to the project;
- Contribute to the envisaged self-assessment performances;
- Be responsible for managing all administrative tasks related to the position;

Competencies

- 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.

Personal profile requirements

- A bachelor's degree in the economics, finances, and/or related field. A master's degree is advantageous;



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- Strong analytical, teamwork, gender, participatory approaches, and financial skills are required;
- A minimum of 1 years of project-related experience is required. Experience working with international organizations and/or donors is advantageous;
- 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

Performance

The employee's six-month and annual evaluations will be based on the summary job description. Targeted project activities for the years 2022-2025 will be used to evaluate employee performance.

Behavior

In order to contribute to meeting CNVP's mission statement and objectives, the FAO must perform this job in a way that maximizes positive cooperation and networking among all CNVP staff and related stakeholders. It is critical to portray CNVP as a professional organization with integrity that provides the highest quality service.

Application procedure

Interested candidates are invited to send a **motivation letter** and a **CV** with **three references** to **recruitment@cnvp-eu.org** no later than **September 19th, 2022**.

Please include the position you are applying for in the subject line of your email, for example, "**Financial and Administrative Officer** "

Only those who have been shortlisted will be invited to an interview.