



Building a Greener Economic Environment

JOB DESCRIPTION

Vacancy position: **Project Field 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 **Project Field Officer** in order to implement the new project.

Position summary

The Project Field Officer (PFO) in North Macedonia will be primarily responsible for field activities, logistics, including maintaining close contact and relationships with beneficiaries and local stakeholders. S/he will be the primary liaison officer between the project and the local stakeholders, and will be deeply involved in the project area. S/he will make significant contributions to the implementation of project activities in North Macedonia, as well as directly supporting sub-granting project activities and subsequent monitoring activities.

For all project outputs, PFO will provide project logistical support to the project team and CNVP office in Skopje. S/he will be skilled at networking with local stakeholders and will have a thorough understanding of environmental issues, rural tourism, NTFPs, and so on. He/she will ensure effective communication with project colleagues in the CNVP offices in Albania and Kosovo, as well as support the ecological corridors within his/her scope of work and contribute to cross-border project activities.

The PFO 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 **Project Field 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)" ;
- Identify and maintain relationships with local stakeholders, such as national parks, NGOs, PONT grantees, municipalities, informal groups of citizens, etc.
- Support the cooperation with local institutions and organisations in the promotion and involvement of different state and local institutions to achieve project results;
- Provide logistical support to the project and the office.
- Support logistically 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;
- Support the sub-granting schemes, implementation, and its impact and coordinate logistical activities of the same;
- Support to a monitoring sub-granting plan and evaluation of project's outcomes and results on a regular basis;
- Promote CNVP and the project in line with the core values of the organization and the commitments envisaged under the project;
- Support the coordination of activities with the CNVP offices in Albania and Kosovo, as well as with the donor PONT;
- Contribute with field inputs for reporting and media news according to the project requirements;
- Build excellent relationships, networking links, communication, and information flows to ensure that CNVP is represented at all important local environmental meetings;
- Provide necessary local and administrative support to the CNVP for other project initiatives and other donor-funded projects;
- Contribute to the envisaged self-assessment performances;
- Be responsible for managing all administrative tasks related to the position;

Competencies

- Good written and oral communication skills in English.
- Excellent relationship 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 environment, natural sciences, economics, agriculture, or a related field. A master's degree is advantageous;



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- Strong relationship, teamwork, gender, participatory approaches, and organisational skills are required;
- A minimum of 2 years of project-related experience is required. Experience working in Sharra and Mavrovo with organizations and/or donors is advantageous;
- English and Macedonian language skills are required. Knowledge of local languages is advantageous;
- Superior communication and networking 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 PFO 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, "**Project Field Officer**"

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