

Job title: Project Officer

Employer: Macedonian Occupational Safety and Health Association

Job Type: Full Time

Duration: 28,5 months

Positions: 1

Background

Macedonian Occupational Safety and Health Association for the needs of the project “Enhancing the involvement and impact of civil society in public Occupational Safety and Health policies and decision making to support the country in the EU accession processes”, project funded by Delegation of the European Union, announce vacancy for work position Project Officer.

The overall objective of the Project is to improve the involvement and strengthening of the influence of civil society organizations in implementation of key OSH reforms, dialogue and partnership with regional CSOs from IPA region.

Specific objective is more dynamic civil society through networking, advocacy, long-term strategic organizational planning and fostering the level of involvement and inclusion of CSOs in decision-making process related to safe and healthy labour conditions.

The project consists of the following results:

Result 1: Built capacities of CSOs and social partners for safety and health at work standards, labour conditions, advocacy, networking and co-operation with public authorities

Result 2: Increasing capacity of civil society and grass root organization and their participation in creation of enabling OSH policies

Result 3: Effective and broad communication of results to the public and media regarding CSO collaboration, networking, safety and health at work and labour conditions

The position and responsibilities

Main responsibilities of the Project Officer are, but not limit, as follows:

- Complete coordination, planning and organization of the project activities
- Provide support as requested in the organization of public events, workshops and any other Meeting
- Cooperation and communication with the donor of the project
- Providing a connection between the project team and the stakeholders

- Ensuring a timely and efficient implementation of the project's activities in accordance with the work plan
- Preparing and submitting the required project documentation and reports to the Project Manager, such as monthly and quarterly reports
- Monitoring, evaluation and reporting on the overall progress of the project implementation.

Required Skills and Experiences:

- University degree (advantage have fields of management, completed postgraduate or doctoral studies);
- Relevant working experience in CSOs;
- Excellent management and coordination skills, ability to work under pressure;
- Manage a high workload and meet tight deadlines;
- Excellent writing skills in preparing briefs, reports, human interest stories or similar for various audiences;
- Understanding of Macedonia normative framework, government and non-government working on OSH in Macedonia;
- Knowledge in the field of Occupational safety and health (priority is given to persons with scientific and research activities in the area);
- Active knowledge of English;
- Full computer literacy in Microsoft Word, Excel and PowerPoint applications (MS Office).