



Република Македонија
Општина Охрид

Република Северна Македонија
Единствена локална самоуправа

Бр. 27-11165/1

Охрид 30.07.2025

Сектор за Туризам и Локален
Економски Развој

Одделение за туризам

Димитар Влахов бр. 57
6000 Охрид

Република Македонија

Тел/факс (046) 230-175
www.ohrid.gov.mk

PUBLIC CALL

Project Title: ReCircle MED – Circular Economy Transfer Initiative

Programme: Interreg Euro-MED 2021–2027 (RSO2.6 & RSO4.6) greece-northmacedonia.eu+6greece-northmacedonia.eu+6Programme Interreg Euro-MED+6

Duration: 334 months

Co-funding: European Union (ERDF/IPA: 80 %) and National Budget (20 %) greece-northmacedonia.euinterreg.eu

1. PROJECT OVERVIEW

ReCircle MED focuses on transferring circular economy models and sustainable practices across the cross-border region to foster low-carbon transitions (RSO2.6) and socio-economic inclusion through sustainable tourism (RSO4.6) greece-northmacedonia.eu+2greece-northmacedonia.eu+2interreg.eu+2. The programme empowers public bodies and stakeholders to co-design interventions that generate shared value and strengthen regional governance and institutional capacity.

2. POSITIONS TO BE FILLED

A. Project Manager (Part-time – 50%, 33 months)

Key Responsibilities:

- Oversee local implementation of ReCircle MED in Ohrid, aligned with approved work packages and deliverables.
- Coordinate with cross-border partners, Joint Secretariat, Monitoring Committee, and participating authorities.
- Manage technical, financial, communication deliverables via e-monitoring tool (Jems), ensuring compliance with task assignment templates and cost reporting rules interreg-npa.eu+2Programme Interreg Euro-MED+2Programme Interreg Euro-MED+2Programme Interreg Euro-MED.
- Monitor and forecast budget lines, ensure compliance with ERDF/IPA regulations and national co-financing.
- Organize partner meetings, stakeholder workshops, visibility events, and represent Ohrid Municipality in official functions.

Required Qualifications:

- Bachelor's degree.
- *Minimum 2 years'* experience managing EU-funded/Interreg projects.
- Fluent in Macedonian and English; Greek language skills preferred.
- Excellent leadership, stakeholder management, analytical and communication skills.



Desirable Competencies:

- Familiarity with Interreg branding guidelines, communication strategy templates, and programme deliverable formats ipa-bgmk.mrrb.bg+3ProgrammeInterregEuro-MED+3interregeurope.eu+3.
- Experience with cross-border governance or sustainable development projects.

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B. Project Assistant (Part-time – 50%, 33 months)

Key Responsibilities:

- Provide comprehensive support to the Project Manager in project execution.
- Handle scheduling, documentation, correspondence, and record-keeping.
- Collect data, draft sections of reports, compile annexes and attachments.
- Support communication outputs, website updates, social media management, dissemination materials.
- Assist in coordinating events, meetings, and liaising with local stakeholders.

Required Qualifications:

- Bachelor's degree.
- *At least 2 years* professional experience, preferably in EU project settings.
- Fluent in Macedonian and English; knowledge of Greek advantageous.
- Strong organizational skills, attention to detail, and capacity to work in multicultural teams.

3. EMPLOYMENT TERMS

- **Contract Type:** Part-time employment agreement with Municipality of Ohrid, valid for 33 months.
- **Compensation:** As per national regulations and Interreg budget structure. Staff costs must comply with task assignment procedures and time recording Keep.eu+9ProgrammeInterregEuro-MED+9greece-northmacedonia.eu+9Keep.eu+4interregeurope.eu+4interreg-npa.eu+4greece-northmacedonia.eu.
- **Workplace:** Ohrid, with possible travel to partner regions in Greece and North Macedonia.
- **Probable start:** Following contract signing, aligned with project kick-off.



4. APPLICATION REQUIREMENTS

Applicants must submit:

1. Curriculum Vitae (EU format preferred),
2. Cover Letter specifying desired position,
3. Certified copies of diplomas and relevant certificates,

Submission Deadline: 5 working days

Submission Options:

- **Email:** to gjokoapostolov@ohrid.gov.mk (subject: "Application – ReCircle MED – [Position]")
- **In-person:** Municipality of Ohrid, Municipal Archive.

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5. SELECTION PROCESS

- **Stage 1:** Eligibility screening – fulfilling formal and educational criteria.
 - **Stage 2:** Shortlisting based on relevant skills, project experience, and compliance with EU staff cost rules.
 - **Stage 3:** Interviews conducted in Macedonian and English; Greek language proficiency may be evaluated.
- Timeline:** Selection outcome announced within 2 weeks after the deadline.

6. PROGRAMME & COMPLIANCE NOTES

- All staff must comply with Interreg Euro-MED brand book, communication strategy guidelines, and deliverable templates (posters, paul boards, plaques, etc.) Programme Interreg Euro-MED.
- Project changes, extensions, or modifications must follow formal change-request procedures via Jems (e.g. partnership changes, budget adjustments) Programme Interreg Euro-MED+1interreg-npa.eu+1.
- Staff cost reporting must utilize the official **task assignment template**, signed and updated regularly Programme Interreg Euro-MED.

7. PUBLICATION AND VISIBILITY

- This vacancy will be published on the Municipality of Ohrid official website,.
- Applicants are advised to consult the **Programme Manual**, relevant annexes, FAQs, and Jems user guides on the official Interreg Euro-MED site interregurope.eu+3Programme Interreg Euro-MED+3Programme Interreg Euro-MED+3.



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8. ADDITIONAL INFORMATION

- Applications missing any required documents or position specification will be disqualified.
- The Municipality reserves the right to adjust or cancel the recruitment process.
- By applying, candidates agree to abide by EU transparency standards, confidentiality requirements, and project audit obligations.

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