

Lead applicant: Municipality of Kumanovo

11 Oktomvri bb, 1300 Kumanovo North Macedonia

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1. Introduction
TERMS OF REFERENCE FOR EXTERNAL STAFF

The Municipality of Kumanovo, as a partner in the "Prosperous Cities of Cooperation" project—funded under the INTERREG-IPA Cross-Border Cooperation Programme between the Republic of Serbia and the Republic of North Macedonia—seeks to recruit a project team comprising a Project Manager and a Financial Manager to ensure the successful implementation of project activities. The project is being implemented in partnership with the Tourist Organization of the City of Leskovac, Republic of Serbia. The overall objective of the project is to enhance the quality and diversity of cross-border tourism offerings in Kumanovo and Leskovac through the smart and sustainable modernization of cross-border tourism products, the utilization of innovative technologies, and the introduction of sustainable practices to create attractive, high-quality travel experiences.

The specific objective of the project is to introduce innovative technologies and sustainable practices to create new tourism offerings and enhance existing ones based on the "Pelince" cultural-historical complex in Kumanovo and cultural events in Leskovac, by strengthening capacities and fostering cooperation among key public and private tourism stakeholders for the joint creation and promotion of cross-border tourism products and services.

2. Purpose of the engagement

The purpose of engaging the project team is to ensure professional, efficient, transparent, and timely management of the "Prosperous Paths of Cooperation" project, in accordance with the approved project application, the grant contract, and the rules of the INTERREG-IPA Cross-Border Cooperation Programme Republic of Serbia – Republic of North Macedonia.

The engaged project team will be tasked with ensuring:

- efficient and timely planning, organization, and implementation of all project activities in accordance with the established timeline;
- coordination and continuous communication among the lead partner, project partner, relevant institutions, stakeholders, and the donor;
- monitoring project implementation and the achievement of indicators, results, and planned project objectives;
- preparation and timely submission of technical, narrative, and financial reports, as well as other necessary project documentation;
- provision of high-quality administrative and financial support for project implementation;
- preparation, archiving, and storage of all project documentation in accordance with programme requirements and rules for audit and control;
- organization, coordination, and logistical support for meetings, workshops, training sessions, public events, and other activities envisaged by the project;
- implementation of communication, visibility, promotion, and dissemination activities regarding project results, in accordance with European Union rules on communication and visibility;
- ensuring compliance of all project activities, costs, and procedures with the rules, procedures, and guidelines of the INTERREG-IPA Cross-Border Cooperation Programme Republic of Serbia – Republic of North Macedonia, as well as with applicable national legislation;
- monitoring risks associated with project implementation and proposing measures for their timely management and mitigation;
- ensuring the sustainability of project results by supporting activities for further cooperation and the promotion of joint cross-border tourism products and services.

Engaging the project team is expected to ensure the project's successful implementation, the achievement of planned results, and the maximization of benefits from the cross-border cooperation between the Municipality of Kumanovo and the Tourist Organization of the City of Leskovac.

3. Position: Project Manager (North Macedonia)

The Project Manager will be responsible for the overall management, coordination, and successful implementation of the project in the Republic of North Macedonia and the cross-border region. His/her primary task will be to ensure that project activities are carried out efficiently, in a timely manner, and in full compliance with the provisions of the Grant Contract, the rules and procedures of the INTERREG-IPA Cross-Border Cooperation Programme Republic of Serbia – Republic of North Macedonia, as well as established timelines, the budget, and quality standards.

Within the scope of their responsibilities, the project manager will ensure effective coordination among project partners, project team members, contractors, and other relevant stakeholders; monitor project progress; and ensure the timely preparation and submission of the necessary project and financial documentation and reports. They will also be responsible for organizing project meetings, coordinating communication with partners, and ensuring the fulfillment of all contractual and administrative obligations.

The Project Manager will serve as the primary point of contact for communication with the Contracting Authority, the Programme's Joint Secretariat, and other relevant institutions, ensuring that project implementation complies with Programme rules, national legislation, and applicable procedures for the management of EU-funded projects.

This is a full-time position, with 100% of working time dedicated to project implementation.

The engagement will be based on a fixed-term contract for a duration of 24 months, with the place of work in the Municipality of Kumanovo.

Monthly gross remuneration: The selected candidate will receive a monthly gross remuneration of 1200 euros (in Denars equivalent).

Payment will be made based on an engagement agreement, with all statutory taxes calculated and withheld from the gross amount in accordance with applicable regulations in the Republic of North Macedonia. The net amount payable to the engaged individual will be determined after the deduction of all statutory obligations.

Role Overview: The Project Manager will be responsible for the overall management and coordination of the project in North Macedonia and across the border area. The role ensures that the project is implemented in full compliance with the Grant Contract obligations, timelines, and quality standards. The Project Manager will act as the main contact point for the Contracting Authority, the Joint Technical Secretariat, and other stakeholders.

Location: Municipality of Kumanovo

Type of engagement: Fixed-term engagement contract

Duration: 24 months

Monthly gross fee:

The position is full-time, with 100% of working time dedicated to the project.

3.1 Key Duties and Responsibilities

1. Project Management and Coordination

Manages the overall planning, coordination, organization, and implementation of project activities, in accordance with the Grant Contract, the rules and procedures of the INTERREG-IPA Cross-Border Cooperation Programme Republic of Serbia – Republic of North Macedonia, and the applicable rules for the implementation of EU projects.

- - Allocates tasks and responsibilities among project team members, external experts, and contractors, ensuring a clear division of responsibilities and efficient coordination.
- - Manages the day-to-day operational implementation of the project, monitoring the progress of activities and ensuring the timely and high-quality delivery of planned results.

- - Reviews, verifies, and approves deliverables, reports, and other project documents prepared by the two partners and external service providers prior to their submission to the competent institutions.
- - Ensures effective coordination and continuous cooperation with project partners, the Programme's Joint Secretariat, the Contracting Authority, and other relevant institutions associated with the project.

1.1 Compliance and Reporting

- Ensures strict adherence to the provisions of the Grant Agreement and donor requirements; oversees the implementation of public procurement procedures and project financial management, ensuring compliance with applicable European Union rules, the Programme, and national legislation.
- Prepares, coordinates, and submits in a timely manner periodic project progress reports, financial reports, reports on the implementation of project activities, and the final report, in accordance with the requirements of the Programme and the Grant Agreement.
- Monitors the achievement of project indicators, results, and objectives; tracks progress regularly; and, where necessary, proposes corrective measures to ensure the successful implementation of the project.
- Ensures that project documentation is complete, accurate, and up-to-date, and ready for checks, monitoring, audits, and controls by the competent national and European institutions.

1.2 . Communication and Visibility

- Act as the main liaison with the Contracting Authority and Joint Technical Secretariat.
- Maintain effective communication with stakeholders and project partners.
- Monitors the implementation of public information activities and the dissemination of project results, ensuring the correct use of the Programme's and the European Union's visual identity across all project materials and events.
- Ensures full implementation of the established visibility plan.

1.3. Risk and Quality Management

- Identify risks and propose corrective measures to keep the project on track.
- Ensure quality control of all project outputs and deliverables.
- Monitor adherence to timelines and budgets.

1.4 Qualifications and Requirements

- University degree in management, economics, engineering, social sciences, or a secondary education.
- At least 5 years of proven experience in project management, preferably in EU-funded or international projects.
- - Excellent knowledge of project cycle management for European Union-funded projects.
- - Good knowledge of public procurement procedures in accordance with PRAG (Practical Guide on Contract Procedures for EU External Actions).
- Knowledge of financial management rules for European Union-funded projects.
- Experience in project monitoring and evaluation.
- Experience in managing project budgets and tracking financial implementation.
- Experience in coordinating and managing multidisciplinary teams.

3.2 Position: Financial Manager (North Macedonia)

Role Overview: The Financial Manager will be responsible for overall financial management and the successful implementation of the project in the Republic of North Macedonia and the cross-border region. His/her primary task will be to ensure that project activities are carried out efficiently, in a timely manner, and in full compliance with the provisions of the Grant Contract, the rules and procedures of the INTERREG-IPA Cross-Border Cooperation Programme Republic of Serbia – Republic of North Macedonia, as well as established timelines, the budget, and quality standards.

Within the scope of their responsibilities, the financial manager will ensure effective coordination among project partners, project team members, contractors, and other relevant stakeholders, monitor project progress, and ensure the timely preparation and submission of the necessary financial documentation and reports. The Financial Manager will serve as the primary point of contact for communication with the Contracting Authority, the Programme's Joint Secretariat, and other relevant institutions regarding financial matters, ensuring that project implementation complies with Programme rules, national legislation, and applicable procedures for the management of EU-funded projects.

The position is full-time, with 100% of working time dedicated to project implementation.

The engagement will be carried out under a fixed-term contract for a duration of 24 months, with the place of performance in the Municipality of Kumanovo.

Monthly gross remuneration: The selected candidate will receive a monthly gross remuneration of 1,100 euros (in Denar equivalent).

Payment will be made based on the engagement contract; all statutory taxes will be calculated and withheld from the gross amount in accordance with applicable regulations in the Republic of North Macedonia. The net amount payable to the engaged individual will be determined after the deduction of all statutory obligations.

1. Key Duties and Responsibilities

1.1 Financial Management and Accounting

- Set up and operate a reliable accounting and book-keeping system in accordance with programme requirements.
- Record, classify, and monitor project expenditures against the approved budget.
- Ensure transparent distribution of reimbursed amounts among project partners.

1.2. Compliance and Control

- Verify and certify the eligibility of all expenditures.
- Ensure correct application of procurement and payment procedures under the programme.
- Oversee VAT exemption procedures and other financial compliance measures.
- Monitor adherence to donor rules and internal control standards.

1.3 Budgeting and Monitoring

- Maintain the overall project budget and monitor expenditure flows.
- Provide timely financial data to the Project Manager for decision-making.
- Track co-financing contributions and ensure budget adjustments are implemented when required.

1.4 Reporting and Communication

- Prepare interim and final financial reports in line with programme templates and deadlines.
- Cooperate closely with the Project Manager and project partners on financial matters.
- Support audits and verifications by providing complete and accurate documentation.
- Serve as the main contact point for financial issues with the Contracting Authority and programme bodies.

1.5 Qualifications and Requirements

- University degree in finance, accounting, economics, or secondary education.

- At least 5 years of professional experience in financial management, preferably in EU-funded or donor-funded projects.
- Proven knowledge of IPA financial rules, EU procurement, and eligibility criteria.
- Strong skills in budget planning, expenditure control, and reporting.
- Excellent command of English and Macedonian (written and spoken).
- High level of integrity, accuracy, and attention to detail.
- Ability to dedicate 100% of working time to the project.

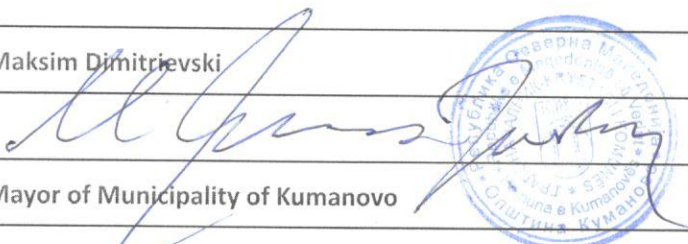
Interested candidates are required to submit their applications in both Macedonian and English, along with the following supporting documents:

- Motivation letter
- Curriculum Vitae (CV)
- Proof of completed higher education
- Contracts for projects implemented in the relevant role
- References regarding the successful implementation of projects
- Certificates and training records relevant to the positions

Applications must be submitted in hard copy to the archives of the Municipality of Kumanovo no later than 18 August 2026 at 15:30, marked with the title of the position for which you are applying.

An individual may apply for only one position.

The application period for the public call is 10 working days from the date of publication.

Name	Maksim Dimitrievski
Signature	
Position	Mayor of Municipality of Kumanovo
Date	05.08.2026