

TERMS OF REFERENCE

Job title:	Strategic Development and Coordination Manager (full time: 40 hours/week)
Rank:	Senior Professional
Salary band:	EUR 1.000 per month (gross)
Contract:	1 year, 3 months' probation period, extension and salary increase possible, depending on performance and budget
Duty Station:	MARRI RC in Skopje, Republic of North Macedonia
Starting date:	Upon selection
Reports to:	The Director

Background

MARRI – the Migration, Asylum and Refugees Regional Initiative – is a regional, inter-governmental organisation, composed of six Participants: Albania, North Macedonia, Bosnia and Herzegovina, Serbia, Montenegro and Kosovo*.

The mandate of MARRI is to strengthen regional migration policies and cooperation, develop professional competences and solutions for complex migration challenges through exchange of information, capacity building and harmonisation of legal framework towards the EU Acquis Communautaire. MARRI promotes closer regional cooperation and a common, comprehensive and harmonized approach of MARRI Participants in the areas of migration, asylum, border control, visa regime, return and integration of refugees.

The MARRI Regional Forum is the principal decision making and steering body of the Initiative, composed of the Ministers of Interiors/ Security from the six Participants and it acts as a platform for coordination among the Participants and for consultations with partners. On a daily basis, MARRI is led by a Presidency-in-Office held by one of the Participants on an annual rotating basis. The Regional Forum is advised by a Regional Committee, with High Representatives from the Ministries of Foreign Affairs of the Participants.

MARRI's main executive body is the MARRI Regional Centre (RC) that also serves as Secretariat of the MARRI Regional Forum and Regional Committee. RC is located in Skopje and has a Director (appointed by the Forum of Ministers), six MARRI Participants' Representatives (seconded by the respective Ministries of Foreign Affairs or Ministries of Interior / Security from each administration), seconded experts and employed staff.

Responsibilities

In accordance with the political will of MARRI Participants and MARRI's steering bodies, with the legal framework and Directives from the Director, the incumbent is responsible for

1. Strategic development;
2. Functioning of the Director's Office;
3. Internal coordination and cooperation, participatory processes;
4. Innovation, learning, knowledge management;
5. Other duties/additional tasks.

* This designation is without prejudice to positions on status, and is in line with UNSC 1244 and the ICJ Opinion on the Kosovo declaration of independence

Tasks

1. **MARRI's Strategic Development**
 - Responsible for MARRI's strategic development;
 - Develops, monitors and evaluates indicator-based log frames;
 - Follows migration issues and sets the internal Agenda for thematic discussions;
 - Analyses statistical figures, uses them for strategic development;
 - Draws up reports and presentations, including editing and proof-reading;
 - Organises workshops, seminars and other events.

2. **Organises the cooperation with MARRI's steering bodies and mechanisms and manages the Director's Office**
 - Responsible for Friends of MARRI meetings and relations to strategic partners;
 - Compiles information relevant to the Director, edits reports of and to the Director;
 - Prepares meetings of the Director and of MARRI's steering bodies;
 - Arranges for staff and team meetings, takes minutes of meetings;
 - Planning, co-ordinating and managing departmental tasks on a daily basis, including the Director's work plan, priorities and follow-up activities;
 - Participates in meetings and drafts minutes for internal circulation, as required; following up on further action required;
 - Reviewing incoming communications and documentation; identifying problems and issues to be addressed and proposing action; drafting substantive responses for Director signature as necessary.

3. **Manages MARRI RC internal and participatory processes**
 - Analyses permanently and pro-actively optimizes MARRI RC internal processes regarding information flow and decision-taking;
 - Develops and organises quality assurance measures and suggests necessary changes, improvements and initiatives;
 - Liaises with MARRI RC Special Advisors on Gender & Equality, Integrity, Environment and Personal Data Protection and organizes presentations, workshops, awareness events in cooperation with them.

4. **Innovation, learning, knowledge management**
 - Ensures information flow, cooperation, regular contact and dialogue with partners and stakeholders;
 - Follows research relevant to MARRI's mandates and shares it;
 - Assesses the needs for internal capacity-building, furthers knowledge transfer, organizes and evaluates internal horizontal and vertical capacity-building;
 - Travels abroad in accordance with MARRI mandate's requirements.

5. **Other duties/additional tasks**
 - Performs other duties and tasks at the request of Forum, Committee, Presidency-in-Office and the Director.



Required qualifications, competences and experience

- Bachelor's in international relations, political science, business administration, social sciences, law or related field;
- Minimum of three years of practical experience at the professional level in management, including some experience of policy development preferably in an international/regional environment;
- Fluent written and oral English at proficiency level, and at least two Western Balkan languages;
- Very good working knowledge of ITC technologies and computer applications;
- Experience in managing intergovernmental processes, servicing intergovernmental bodies, supporting policy and programme development would be an asset;
- Possess high inter-personal skills and ability to work under pressure and meet tight deadlines;
- Be able to handle managerial tasks according to the MARRI RC internal rules and regulations;
- Excellent communication skills. The candidate will be expected to speak at conferences and meetings organised by the MARRI RC or when invited to represent the MARRI RC.

Location / Contract

The holder of the position will be based in Skopje. An initial 12-month contract according to the international public sector standards (probation period of three months), with the possibility of further extension, will be concluded with the MARRI RC.

Application Rules

Qualified candidates are invited to send their Cover Letter and CV in English via e-mail to info@marri-rc.org.mk by 02 March 2020. Only shortlisted candidates will be contacted for an interview. The position is open for candidates from the MARRI Participants.