



International Foundation for Electoral Systems

SENIOR PROJECT OFFICER
Scope of Work

I. Background

The International Foundation for Electoral Systems (IFES) is a US based, non-profit organization that supports the development of democratic institutions and electoral processes worldwide. With over three decades of experience, IFES provides technical assistance to election officials, civil society, and institutions to promote effective, transparent, credible, and inclusive elections.

IFES has been active in North Macedonia since 2016, providing substantial support and technical assistance in the organization of electoral processes. In 2019, IFES, has been entrusted with a mandate to implement the Swiss Electoral Support Programme, which is currently in its second phase and expected to conclude by the end of 2027.

During the period 2025 and 2026, the UK Government provided funding to IFES for the implementation of the regional project "Balkans Resilient Institutions for Democratic Governance and Elections (BRIDGE)." The project aimed to strengthen democratic institutions across the Western Balkans by enhancing their resilience to hostile interference and reinforcing the integrity, transparency, and security of electoral and governance processes. In North Macedonia, BRIDGE focused on addressing key vulnerabilities in country's political finance and electoral systems. It supported oversight institutions and civil society organizations in their efforts to improve transparency, increase public scrutiny, and promote accountability in the use of state resources during elections and media campaigns.

Over the next couple of years, IFES is planning to continue implementing similar regional project, aiming at strengthening the resilience of democratic institutions and stakeholders across the Western Balkans against malign foreign interference. Through tailored country-level assistance, regional cooperation and peer learning, the project will support institutions, civil society, and media in addressing challenges related to illicit political finance, weak oversight, and legal and institutional gaps. In North Macedonia, the project will support targeted efforts to enhance the integrity, transparency and accountability of political and campaign finance and will complement the interventions under the Swiss Electoral Support Programme. These will contribute to advancing legal and regulatory electoral reforms, strengthening the effectiveness of oversight institutions and regulatory bodies, and promoting greater independent scrutiny by civil society and the media. Through comparative expertise and practice, evidence-based assistance and tailored support responsive to emerging risks, the project will help identify and reduce vulnerabilities to illicit and foreign-linked political influence, strengthen public confidence in democratic institutions and electoral processes, and contribute to the country's broader democratic reform agenda.

II. **Objective**

Under the supervision of IFES North Macedonia Office Country Director, the Senior Project Officer will be responsible to undertake the tasks outlaid below:

III. **Major duties and responsibilities**

- Assist and support project implementation in line with project documentation, related work plans and other relevant documents;
- Plan and mobilize resources such as Short-Term Technical Assistance (STTA), partner organizations and subcontractors;
- Support STTA (local and international consultants) in realization of specific assignments including preparing events and visits to North Macedonia, providing background information and briefing materials regarding the project, the approach to the national context and beneficiaries, and identified needs and priorities;
- Coordinate closely with local partner organizations and beneficiaries in the implementation of agreed activities and deliverables, part of sub-awards and service contracts;
- Undertake day-to-day administration of project activities, including operational, administrative and logistics related tasks ensuring efficient use of resources, in line with donor and IFES policies, rules and procedures;
- Maintain good communication and collaboration with relevant stakeholders and beneficiaries involved in realization of project activities;
- Provide input in drafting and reviewing project documents, including project briefs, background materials, supporting documentation for procurement related processes, various research, analyses, studies, etc;
- Provide support in realization of financial, procurement and other ad-hoc duties;
- Gather necessary data for monitoring project activities and evaluation of the progress in the realization of project objectives, draft quarterly and final project reports;
- Perform other duties as assigned.

IV. **Duration**

The Senior Project Officer will be a full time employee. She/he is expected to start late September/early October 2026, with an initial contract of one year, probation period of three months and possibility of extension until March 2029.

V. **Qualifications**

- To be legally allowed to work in the Republic of North Macedonia;
- Bachelor's degree in social or political sciences, management, law or similar;
- At least 6 years of experience in coordination/implementation of development projects;
- At least 4 years of experience providing assistance in the field of prevention of corruption, elections, democratization, institution building and/or assistance to political parties;
- Experience in managing assignments of a wide range of local and international experts, implementing partners and service providers;
- Proven ability to plan and organize work effectively and within a required time frame, including administrative and operational tasks;

- Ability to interact with diverse groups of people, including government officials, civil society and/or political parties;
- Excellent command of English and Macedonian (written and oral) languages;
- Knowledge of Albanian language will be considered an asset.

VI. Remuneration

The position is governed by the North Macedonia Employment law, and it provides social and health security.

VII. Deadline for applying

Interested candidates should apply not later than September 16, 2026.

VIII. To Apply

Please send letter of interest, curriculum vitae and at least three (3) professional references with contact information to IFES at ifes.mk@ifes.org. When applying, applicants must submit their application with the subject line formatted as follows: "Application for Senior Project Officer – [Your name and surname]." Please note that incomplete and untimely applications will not be considered. Only the candidates that fulfill the required conditions shall be invited for an interview.

IFES expects to complete the selection process in September 2026 but reserves the right to extend the selection period if necessary.

The engagement for this position is contingent upon donor approval of the project and confirmation of funding.

IFES reserves the right not to select an applicant for the advertised position.