

Helvetas is an organization specializing in development cooperation and humanitarian response, anchored in Switzerland. Our vision is a just world in which all men and women determine the course of their lives in dignity and security, using environmental resources in a sustainable manner.

We welcome applications from motivated individuals for the following post in Skopje, North Macedonia. The expected starting date is April 2025.

JOB TITLE: FINANCE AND OPERATIONS OFFICER

EMPLOYMENT RATE: 100%

FOR THE EDUCATION FOR EMPLOYMENT PROJECT

The Education for Employment in North Macedonia (E4E) project is funded by the Swiss Development Agency (SDC). Main goal of the project is that young women and men gain decent employment due to market-oriented skills. This will be achieved through a) improving the Vocational Education and Training (VET) system, and b) increasing the involvement/ of companies and business support organisations to ensure the market-relevance of VET. The project is currently in its second phase which will end in June 2026. An additional exit phase is intended.

JOB SUMMARY

The Finance and Operations Officer will play a key role in supporting financial and operational processes within the country/project office. The primary focus of this position will be on **contracting and procurement of goods and services** in accordance with the organization's financial manuals, rules, and regulations. The ideal candidate will have **proven experience in procurement and contract management**, alongside broader financial and operational expertise.

This position is tied to the duration of the project which is 30.06.2026. While a new project phase is anticipated, its continuation is subject to donor approval.

MAIN TASKS

Financial Management & Compliance

- Ensure all financial transactions are conducted in compliance with internal and external financial policies, regulations, and donor requirements.
- Support the preparation of timely and accurate financial statements and reports.
- Assist in financial oversight of partner organizations, ensuring compliance with financial agreements.
- Contribute to the development and implementation of financial controls and procedures to enhance accountability.

Contracting & Procurement

- Lead the end-to-end procurement process, including planning, tendering, contract negotiation, and execution, in compliance with organizational policies and donor requirements.
- Draft, review, and manage contracts for goods and services, ensuring legal and financial adherence.
- Prepare and oversee all types of contracts, including partner cooperation contracts, financial support contracts, grant agreements, Memoranda of Understanding (MoUs), and other contractual modalities aligned with the organization's policies.
- Coordinate with the Finance Manager, Regional Operations Manager, and external local consulting agencies to mitigate risks related to contracts and procurement agreements.
- Develop and maintain a vendor database, ensuring proper vetting and evaluation of suppliers.

- Conduct market research, price analysis, and cost comparisons to ensure competitive and cost-effective procurement.
- Monitor contract performance, ensuring service delivery and contract obligations are met.
- Ensure proper documentation and record-keeping of all procurement transactions and contracts for audit and reporting purposes.
- Keep records of ongoing contracts and follow up on installment deliveries, potential extensions, or any necessary amendments and requirements related to the contracts.
- Provide training and guidance to the project team and partners on procurement policies and best practices.

Financial Oversight & Reporting

- Monitor financial transactions related to procurement and contracts, ensuring alignment with budgetary constraints.
- Assist in financial forecasting and expenditure tracking to optimize financial planning.
- Ensure all procurement activities are aligned with financial planning and project objectives.

Other Tasks:

- Perform other position related tasks as required by the organization

YOUR QUALIFICATIONS

- Bachelor's degree in finance, business management, economics, or a related field, or an equivalent qualification for candidates with a minimum of 10 years of relevant experience.
- Minimum 5 years of experience in finance, with a strong focus on contracting and procurement.
- Demonstrated experience in procurement processes, contract management, and financial oversight.
- Strong knowledge of financial regulations, donor compliance requirements, and procurement best practices.
- Proficiency in financial management software and MS Office (Excel, Word, Outlook).
- Excellent organizational, analytical, and problem-solving skills.
- Strong attention to detail and ability to manage multiple priorities.
- High level of integrity, professionalism, and ability to work in a team-oriented environment.
- Experience in supplier management and negotiation.
- Familiarity with risk assessment and mitigation strategies in procurement.
- Experience in international development organizations or NGOs will be considered an asset.

COMPETENCIES AND SKILLS

- Ensures accuracy and efficiency in financial and procurement processes while upholding organizational values and ethical standards.
- Stays updated on relevant regulations and proactively addresses discrepancies.
- Demonstrates a solution-oriented and accountable approach to financial and operational objectives.
- Fosters strong relationships with internal and external stakeholders.
- Communicates financial matters clearly and systematically.
- Adapts to different systems, processes, and procedures.
- Possesses strong problem-solving, analytical, and organizational skills.
- Maintains attention to detail and accuracy in all tasks.
- Works independently, meets deadlines, and adjusts to changing circumstances.

- Shows cultural sensitivity, respect for diversity, and strong interpersonal skills.
- Demonstrates flexibility to work remotely with minimal supervision.

WE OFFER YOU

- Possibility to work in a dynamic multicultural environment.
- Stimulating compensation package.
- Office in the city center of Skopje
- Excellent conditions and dynamic organization.
- Training for personal development.
- Possibility for hybrid work (2 days per week)
- Additional private health insurance.

APPLICATION INSTRUCTIONS

How to Apply

Interested candidates should submit their **CV and a cover letter** detailing their qualifications and experience relevant to this role to E4Equotations@helvetas.org

Application Deadline: 15.03.2025