

## JOB ANNOUNCEMENT:

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH,  
Project “Building capacity towards sustainable human capital development in North Macedonia”, the  
office in Skopje,

offers the vacancy of:

### **Advisor Climate Change**

**Duration:** Employment is planned to start August/September 2022. We offer a contract of limited duration for maximum 24 months under national regulations.

**Weekly working hours:** 20 (50%-time position)

#### **I. Background**

With a financial contribution from the Green Climate Fund (specifically the GCF Readiness and Preparatory Programme), the GIZ shall start the implementation of the Project titled “Building capacity towards sustainable human capital development in North Macedonia” as of July 2024, with a duration of 2 years (until June 2024).

The objective of this Project is to strengthen the capacities of: a) the Cabinet of the Deputy President of the Government of Republic of North Macedonia, in charge of economic affairs, coordination of economic sectors and investments, in its capacity of a National Designation Authority (NDA) for Green Climate Fund, b) the Strategic Advisory Committee (SAC) and c) the relevant leading sectoral institutions in North Macedonia, to plan and implement climate-related measures. The aim of the Project is to shift towards **sustainable human capital development** in the sectors of health, education, and labor and social protection. The long-term outcome of the Project is for the socially vulnerable and marginalized groups to become resilient to challenges of climate change in the country.

The Project shall contribute to the following achievements:

1. The NDA and the network/systems that enable them to fulfil their roles, responsibilities and policy requirements are operational and effective;
2. Relevant country stakeholders have established adequate capacity, systems and networks to support the planning, programming and implementation of GCF-funded activities;
3. North Macedonia, as a GCF recipient country, has developed or enhanced strategic frameworks to address policy gaps, improve sectoral expertise, and enhance enabling environments for GCF programming in low-emission investment.

#### **II. Main tasks and responsibilities:**

##### **A. Responsibilities**

- Provides full administrative support in the implementation of project activities, in close coordination with the national actors
- Conducts planning exercises with all relevant actors on national level, taking into account the results and milestones as in the Implementation Plan

- Designs and facilitates various forms of dialogue platforms with the stakeholder groups
- Coordinates the preparation and organisation of capacity development measures on central and local level, in close cooperation with the key actors
- Provide support in the coordination of the assignment of international and national experts
- Oversees the tendering processes and quality control of respective activities and status of deliverables
- Active liaison with the National Designation Authority and the key actors and provides ad-hoc technical support to the NDA and other actors when needed

## B. Tasks

- Conducts technical and administrative support in the project Implementation cycle
- Maintains close communication and coordination with the NDA and the counterparts
- Provides administrative support and quality assurance in the tendering processes (engaging international and national short-term experts)
- Provides support in monitoring of the progress realization of the contracts with third parties
- Supports planning and realizing experts' missions (for national and international short-term experts)
- Supports the realization of various capacity development measures (trainings, workshops, seminars, discussion round, round tables, presentations etc.) in line with the GIZ procedures, and in close cooperation with the counterparts
- Supports monitoring of the progress in project implementation
- Supports the preparation of regular reports, following the GIZ procedure
- Acts as a communication officer for the Project

## III. Required qualifications, competences and experience

- University degree in environmental management, natural resource management, or another area that is related to the main project topic (climate).
- At least 10 years' professional experience in a comparable thematic field and position
- Experiences in participating in stakeholder dialogue and coordination processes, preferably, in the environmental and/or climate change context in the country and in the Western Balkan region
- Knowledge of Green Climate Fund and its processes would be an asset
- Proven work experiences in project coordination and management
- Knowledge of state institutions, NGOs, international actors/projects and other stakeholders relevant for climate action in the country and in the Western Balkan region;
- Acquaintance with the national legal and policy framework for climate and environment
- Knowledge of the institutional set-up in charge for climate & environmental policy in North Macedonia
- Fluent in written and oral knowledge of English
- Computer literacy and ability to work with ICT technology
- Good knowledge and skills in project management
- Strong analytical and conceptual skills;
- Good writing and presentation skills;
- Good organization, motivation, self-judgement and agility are required.

### How to apply:

Qualified candidates are invited to submit their electronic application in English language consisting of a Letter of Motivation, CV with detailed description of your professional experience and education and copies of supporting documents (university degree(s), reference letters and certificates) to [hr-nordmazedonien@giz.de](mailto:hr-nordmazedonien@giz.de).

**Only selected applicants will be invited to an interview following the evaluation of application letters and CVs. Candidates who have not been contacted should consider that there will be no follow-up to their application.**

**Subject of the email: REF: Job Application – Advisor for Climate Change**  
**Deadline for the application: 25.07.2022**