



International Foundation for Electoral Systems

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 governments to promote transparent, credible, and inclusive elections. The organization is committed to advancing democratic rights, strengthening electoral integrity, and fostering citizen participation across more than 145 countries.

IFES has been active in North Macedonia since 2016, providing substantial support and technical assistance in the organization of electoral processes, with funding from the United States Agency for International Development (USAID). 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. Additionally, in 2024, with funding from the UK Government, IFES successfully contributed to strengthening online media oversight and improving transparency in political finance.

With an eye to the upcoming local elections, IFES will continue to provide technical assistance to advance key areas in the electoral process in North Macedonia. Among others, and pending donor approval, IFES is likely to implement a new project that would contribute to enhancing transparency, strengthening public oversight, and promoting accountability in campaign financing and the use of state resources. These efforts will support credible electoral and political processes, advance democratic reforms, and build greater resilience to external threats. Among others, the project will provide small grants to civil society organizations (CSOs) and equip them with tools, knowledge, and capacity to monitor areas that have traditionally received limited oversight, such as campaign finance practices and potential misuse of administrative resources in several municipalities during the October local elections.

II. Objective

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

III. **MAJOR DUTIES AND RESPONSIBILITIES:**

- Assist and support project implementation in line with the project documents, proposed budget and other relevant documentation;
- Contribute to planning, mobilization and administration of resources such as consultants, service providers and subcontractors;
- Closely liaise with participating civil society organizations (CSOs) and monitors, provide necessary operational and administrative support, and help ensure the timely delivery of election monitoring reporting outputs as well as narrative and financial reports;
- Provide required assistance with financial tracking and reporting of project expenditures, including small grants to CSOs and contracts of implementing partners and other service providers;
- Map key local information sources (e.g., municipal websites, social media pages, local public announcements, key contestant communication channels) for municipalities selected for monitoring, and organize this information to support CSOs and monitors in their observation efforts;
- Support local and international consultants in realization of specific assignments and organization of events, including providing background information and briefing materials regarding the project and the approach to the national context and the identified needs and priorities;
- Undertake day-to-day administration of the project activities, including operational, financial, administrative and logistics related tasks ensuring efficient use of resources and realization in line with IFES policies, rules and procedures.
- Maintain good communication with relevant stakeholders and beneficiaries involved in project design and implementation;
- Provide input in drafting project documents, including briefs and background materials on-spot reports, supporting documentation for procurement and contracting related processes, etc;
- Gather necessary data for monitoring and evaluation of the progress in the implementation of project activities and draft quarterly and final project reports;
- Collaborate with project national implementing partner(s) in organizing activities and realizing the agreed deliverables;
- Perform other duties as assigned.

IV. **Duration**

The Project Officer will be a full time employee . She/he is expected to start in July 2025, for a period of up to 10 months, with a probation period of one month.

V. **Qualifications:**

- To be legally allowed to work in the Republic of North Macedonia.
- Bachelor's degree in social or political sciences, management, administration, law or similar.
- At least 4 years of experience in coordination/implementation of development projects.
- At least 2 years of experience in providing assistance in the field of elections, democratization, management and administration of grants to civil society organizations and/or assistance to local self-government units.
- Proven ability to plan and organize work effectively, manage multiple workflows within a required time frame, including administrative and operational tasks.

- Ability to familiarize oneself with the legal framework regulating the conduct of election campaigns prior to the beginning of the assignment.
- Excellent interpersonal and communication skills, including the ability to engage with CSOs and local actors in a supportive and professional manner.
- Excellent command of English and Macedonian (written and oral) languages.
- Knowledge of Albanian language will be considered an asset.

VI. Deadline for applying

Interested candidates should apply not later than 23rd June 2025, no later than 17:00 Skopje time.

To Apply

Please send 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 Project Officer – [Your Name and surname]." Only the candidates that fulfill the required conditions shall be invited for an interview. IFES expects to complete the selection by 30th June 2025 but reserves the right to extend the period of time for selection. If there is no candidate who fulfills the conditions of the announcement, the announcement will be repeated. Please note that incomplete and untimely applications will not be considered.

The engagement for the position depends on the availability of funding and project approval by the donor.

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