



Institute for cardiovascular diseases " Sv. Stefan" of Ohrid – Project CROSS4ALL announces the public call No.1 for engagement of the following administrative positions on the project:

- Position No.1 D1.6.2 **Project manager** - one person, engaged 40 hours a month for a period of 18 months.
- Position No.2 D1.6.2 **Financial manager** - one person, engaged 24 hours a month for a period of 18 months.
- Position No.3 D1.6.2 **Administrator** – one person, engaged 64 hours a month for period of 18 months.

Project background:

Institute for Cardiovascular diseases of Ohrid has been awarded in first call for proposals from the INTERREG IPA Program of the European Union for Cross-Border Cooperation between the Republic of Greece and the Republic of Macedonia 2014-2020. The title of the project is "Cross-border initiative for integrated health and social services promoting safe ageing, early prevention and independent living for all – CROSS4ALL".

The overall lead partner and first financial partner of the project is the Aristotle University of Thessaloniki – Social Account for Research Funds – Department of Medicine. Institute for cardiovascular diseases Ohrid is a financial partner number 6, and the other partners of the project are: Faculty of Information and Communication Technologies "St. Kliment Ohridski", Bitola (partner No.2); National Confederation of Disabled People (NCDP), Greece (partner No.3); Municipality of Ohrid (partner No.4); and Municipality of Naples, Greece (partner No. 5). The implementation of the project started in April 2018 and is expected to be completed within 24 months.

Specific objective of the CROSS4ALL project is improving health care and social services for children and elderly. Target group of project activities are health and social workers and vulnerable categories of citizens.

CROSS4ALL workplan is based on the following main objectives:

- To foster health literacy and digital health literacy and promote self-management.
- To design innovative practices for improving access for vulnerable groups and tackling health inequalities.
- To improve the capacity of health professionals and infrastructure to accommodate efficiently the needs of target group.
- To establish new mechanisms focused on the conditions of poverty, services of comfort and counseling at home, including in rural and isolated areas.
- To mobilize inactive individuals and unblock their potential in offering care to those most in need.
- To promote joint strategies for developing integrated healthcare and social care sans frontiers.

The project will also establish three pilot centers (one pilot in the Municipality of Ohrid in collaboration with Institute for cardiovascular diseases with a mobile unit that will intervene in distant places from the city) for health and social protection which will contribute to improved and expanded services for the target groups, services for support that will help citizens to generate and maintain online accurate personal health records and maintain a common Help Desk for citizens and medical tourists.

In the frames of the project, Institute for cardiovascular diseases Ohrid should implement the following project activities: Organization of one-day Public Project Event (Opening Project Conference); organizing media campaign for prevention of cardiovascular diseases; Preparation of joint action plan and guide for status of health and social services in the municipality and distant places; Elaborating and editing of special guide for people with disabilities and vulnerable groups; Organization of workshop for primary health and social care for health and social persons and citizens; Procurement, installation and maintenance of 1 set of medical equipment;

Procurement, installation and maintenance of 3 sets of medical equipment for a local pilot center for health and social protection that will provide health and social services to vulnerable categories of citizens in the city; Engaging a team of experts who will work in the local pilot center and in the mobile units; Organizing of 2 three day seminar in countries with similar experience with local pilot centers and mobile units;

Job description

The employed persons shall be responsible for smooth implementation of the project activities in frame of INTERREG IPA Program of the European Union for cross-border cooperation between the Republic of Greece and the Republic of Macedonia 2014-2020, with the following duties and necessary qualifications for each position.

Position No.1

Project manager

- Work of the project manager is to plan, implement and complete the project in accordance with the defined deadlines and within the budget;
- Provides logistical support and coordination of the team and third party contractors or project consultants in the project according to the plan;
- Oversees quality control throughout its lifecycle and stakeholders;
- Develops project planning documents and complete communication;
- Prepare agenda, meetings and notes for the meetings;
- Preparing project documentation, plans and reports in accordance with the Grand Agreement signed by the Institute of cardiovascular diseases;
- Prepare tender documentation for procurement needed in the project using the documentation in accordance with the Grand Agreement of the project;
- Regularly communicates for status of the project prior Institute for cardiovascular diseases Ohrid and the project partners and also with all stakeholders (public institutions, companies, business organizations, etc);
- Performs tasks related to approval, monitoring, procurement, recruitment, correspondence, communication and maintains a database of project related with documentation and operational work plans and financial planning processes;
- Assist in the efforts of the consultants, experts and contractors to the project implementation;
- Provides translation of documents on English language;
- Performs any other activity deemed to be related to the project;

Qualifications:

- University degree in law;
- IT literacy including MC Office and other programs;
- Previous professional experience as a project manager or similar in implementation of project from same EU Programme;
- Familiar with PRAG regulations;
- Proof of engagement in project (contract or similar);
- Language proficiency in Macedonian and English;

Position No. 2

Financial Manager

- Assist in the work of the Project manager in planning, implementation and successful completion of the project in accordance with strict deadlines and within the project budget;
- Performs tasks to approve, monitor, procure, employ, communicate and maintain a database related to project documentation, work plans and financial planning progress;
- Perform activities for preparation of the project documentation, financial plans and reports in accordance with the Grand Agreement signed by Institute for cardiovascular diseases Ohrid as financial partner;
- Perform activities for preparation of tender documentation for procurement required in the project, using the documentation in accordance with the Grand Agreement of the project;
- To organize events to be part of the project activities;
- Assist in preparation of project documents and keep the project archive;
- Provides translation of documents on English language;

- Performs any other activity deemed to be related to the project;

Qualifications:

- University degree in economics;
- IT literacy including MC Office and other programs;
- Previous professional experience as a project manager or similar in implementation of project from same EU Programme;
- Familiar with PRAG regulations;
- Proof of engagement in project (contract or similar);
- Language proficiency in Macedonian and English;

Position No.3

Administrator

- Assist in the work of the Project manager in planning, implementation and successful completion of the project in accordance with strict deadlines and within the project budget;
- Preparing project documentation, plans and reports in accordance with the Grand Agreement signed by the Institute of cardiovascular diseases;
- Performs activities for preparation of tender documentation for procurement needed in the project using the documentation in accordance with the Grand Agreement of the project;
- Performs tasks related to approval, monitoring, procurement, recruitment, correspondence, communication and maintains a database of project related with documentation and operational work plans and financial planning processes;
- Helps the project manager with providing logistical support and coordination of the team and third party contractors or project consultants in the project according to the plan;
- Provides translation of documents on English language;
- Performs any other activity deemed to be related to the project;

Qualifications:

- University degree;
- IT literacy including MC Office and other programs;
- Previous professional experience as a project manager or similar in implementation of project from same EU Programme;
- Familiar with PRAG regulations;
- Proof of engagement in project (contract or similar);
- Language proficiency in Macedonian and English;

Submission of Applications

Interested candidates should submit their applications on Macedonian and English language together with:

- Cover letter – one original and two copies;
- CV (Curriculum Vitae) one original and two copies;
- Electronic copy of the application on CD;

The interested candidates should submit their applications in a sealed envelope by post or on hand before the deadline 31.10.2018, 12:00 every working day from 07:00 to 15:30 hours to the archive of the institute for cardiovascular diseases – Ohrid at the following address:

Project “Cross-border initiative for integrated health and social services promoting safe ageing, early prevention and independent living for all – CROSS4ALL”

Public call No.1

**Institute for cardiovascular diseases “Sv. Stefan” – Ohrid
Settlement Sv. Stefan NN
6000 Ohrid
Republic of Macedonia**

Please mark “Not to be opened before the Evaluation Commission session”
Please state which position you are applying for.

Only short listed candidates will be notified. Applications received after the closing deadline will not be considered,

**Institute for cardiovascular
diseases "Sv. Stefan" – Ohrid
Director**

Elena Kovacheska – Bashuroska MD

