

Job Opportunity

in EU-funded project as

PROJECT COORDINATOR

Konrad-Adenauer-Stiftung (KAS) is a German political foundation (legal entity, CSO) founded in 1955 with headquarters Germany. The foundation is funded by federal and land government funds, as well as by the European Union. KAS was created with the aim to promote civic education, freedom and liberty, peace, and justice through furthering European unification, improving transatlantic relations, and deepening development cooperation. Our mission is to promote and preserve peace, democracy, freedom, and the rule of law through political education, fostering dialogue at national, European, and international levels.

KAS will implement an EU-funded Grant project with the title “**Clean Business North Macedonia – Mobilizing SMEs as Champions Against Corruption**” in North Macedonia.

KAS is seeking highly motivated and detailed-oriented project staff to implement the project.

Duration: 36 months

Location: Skopje (incl. travel to other regions of North Macedonia)

Start date: 15.01.2026 or 01.02.2026

The overall objective of the project is to **reduce the widespread acceptance of corruption in North Macedonia’s society**.

The specific objectives are twofold:

Specific Objectives 1:

The private sector, especially the SME, has built up **internal and institutional capacities** in a “Clean Business Alliance” and is **empowered to detect, prevent and combat corruption**

Specific Objectives 2:

A sustainable **partnership** between the **SME** and **competent anti-corruption bodies**, such as the **State Commission for Prevention of Corruption (SCPC)** and the Government, including an integrity certification and hub have been established



This Project is funded by the European Union

PROJECT COORDINATOR

Position Purpose

The Project Coordinator will be responsible for overall coordination and implementation of all project activities. The main tasks include coordinating, organizing, oversight, monitoring, and reporting the progress of the project implementation. S/he will also be responsible for establishing and maintaining communication and professional business relation with key stakeholders in North Macedonia (e.g. State Commission for Prevention of Corruption (SCPC) and further Governmental bodies).

Duties/Functions

- Overall coordination and organization of all project activities
- Coordinate the work of the project team consisting of a permanent project accountant and further short-term experts / trainers;
- Oversee the planning and preparation of the project activities, such as workshops, trainings, conferences, etc., together with the project accountant;
- Support the logistical and administrative planning of project activities
- Drafting Terms of Reference and contracts for short-term experts
- Responsible for the monitoring & evaluation of the project (data collection through feedback survey, etc)
- Responsible for maintaining effective communication and coordination with project team, project implementing organisation KAS, the government(s), stakeholders and relevant actors in North Macedonia
- Responsible for overall communication with the target groups (mainly SMEs in North Macedonia), political and governmental actors, as well as civil society
- Represent the project towards Governmental actors in North Macedonia as well as SME representatives and act as main focal point;
- Oversee project expenses and procurements;
- Holding regular meetings with the Project Director and to discuss the work progress and administrative issues;
- Responsible for all required reports (interim reports, activity reports, etc)
- Ensuring the project visibility at all time;
- Organize, coordinate and conducting regular steering committee meetings;



CANDIDATE PROFILE

KNOWLEDGE, SKILLS AND ABILITY

- Experience in the field of corruption prevention
- Experience in working with SMEs and governmental representatives;
- Excellent project management and report writing skills;
- Excellent organizational and leadership skills;
- Excellent interpersonal skills, including the ability to negotiate and maintain good relationships with internal and external stakeholders;
- Ability to establish and maintain effective working relationships with SMEs and governmental representatives
- Experience in Monitoring & Evaluation frameworks and data collection for indicators;
- Excellent computer skills (familiarity with Office 365);
- Excellent Macedonian and English language skills;
- Willingness to regular duty travel within North Macedonia;

EDUCATION AND WORK EXPERIENCE

- A master's degree in a related field;
- Minimum of 10 years of relevant professional experience;
- Leadership and management experience in donor funded projects (preferably EU funded) is considered as strong asset;
- Proven experience in narrative and financial reporting on complex projects to international donors is considered as strong asset;

WORKING CONDITIONS

- Full-time position
- The position will be based at the KAS office in Skopje, North Macedonia
- 20 days of vacation per year.
- 36-months contract period



HOW TO APPLY

Apply with the following documents in a single submission (PDF document):

- Letter of motivation
- CV (not longer than 5 pages)
- Salary expectations (in EUR, gross, yearly basis)
- Employer Reference (Organisation, Name, email address and telephone number)

IMPORTANT

To be considered for this role, applicants must be eligible to work and live in North Macedonia.

E-mail your application no later than **21.11.2025** to:

Mr. Pavel Usvatov (pavel.usvatov@kas.de)

Ms. Alina Monceanu (alina.monceanu@kas.de)

The subject line of the email should read **“EU Project / Application as Project Coordinator”**.

More information:

<https://www.kas.de/en/home>



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