



Head Office / Secretariat of the Regional Rural Development Standing Working Group in South-Eastern Europe (SWG) – Skopje

Terms of Reference (ToR) for Project Assistant

1. Introduction

The Regional Rural Development Standing Working Group (SWG), as a platform for networking and regional co-operation, has been established during the Agricultural Policy Forum 2005 (“Rural Development Opportunities for Co-operation in the SEE”) held in Macedonia and Serbia in June 2005.

With the International Agreement in March 2009, the SWG is registered as an International Intergovernmental Organization, with its managing and coordinative body – SWG Head Office/Secretariat based in Skopje, Macedonia. On September 7th 2009, the Law on Ratification of the SWG Agreement has been decisively completed by the Parliament of the Republic of Macedonia.

The main SWG strategic framework is composed of the following elements:

SWG vision is to promote innovative and sustainable agriculture and rural development through regional cooperation, to improve rural livelihoods in the SEE countries.

Mission - to increase horizontal cooperation among respective countries and territories of South Eastern Europe, by coordinating regional initiatives related to agriculture and rural development and supporting the process of social and economic development of rural areas in SEE region.

General objective of SWG is to facilitate close cooperation between the Ministries of Agriculture and other stakeholders in the field of agriculture and rural development and to support EU integration in SEE. The SWG has four specific objectives on which the organization has focused its work:

- To improve the common understanding on agriculture and rural development policies;
- To assist the improvement of implementing structures and systems for agriculture and rural development, with specific emphasis on cross border cooperation;
- To improve the understanding and use of implementation tools for agriculture and rural development;
- To identify and share information and application of good practice in agriculture and rural development to broaden the rural agenda.

2. Scope of work

The tasks of the Project Assistant are the following:

- Work closely with the Project Manager
- Support with the preparation of project plan and implementation
- Organize and monitor schedules and see that deadlines are met
- Internal and external communication
- Assist in preparation for meetings, events and presentations
- Drafting Terms of Reference for preparation of contracts
- Organizing and maintaining documents in a paper and electronic filing systems
- Preparing job descriptions and advertisements
- Complete any necessary administrative tasks, such as research, email, drafting correspondence
- Carrying out other administrative tasks

3. Place of assignment

The position is located in the SWG Secretariat Headquarters in Skopje with responsibilities spanning over the entire Western Balkans region. The duty assumes frequent travel in the Western Balkans region and beyond.

4. Timeframe

This position requires a full-time engagement. The engagement will last until the end of 2023 with possibility for prolongation, as per the needs of the SWG.

5. Working language

The official working language of the SWG Secretariat is English.

6. Requirements and Qualifications

- Bachelor's degree in any of the following fields: Agriculture, Business Administration, Economics, International Development or related field is required;
- Master's degree would be considered as advantage
- Excellent computer skills, particularly Microsoft Office
- Highly organized and able to multitask;
- Effective time management skills
- Should be detail-oriented
- Analytical skills.
- Great communication skills
- Problem-solving and decision-making aptitude;
- Strong ethics and reliability
- Excellent knowledge of English,
- Must also have strong computer and digital literacy and an ability to travel throughout the region and internationally.
- Project related experience is preferable

7. Application



Please send your CV and cover letter in English language by 09th of May, 2023 on the following email address: swgsecretariat@swg-seerural.org. stating the position: Project Assistant in the subject line. No telephone calls will be accepted!

Only shortlisted applicants will be contacted.