

Based on article 22 and 23 of the Labour Law of the Republic of Macedonia, (Official Gazette of R. Macedonia no. 62/2005) Technology Park Ltd - Tetovo announces:

ANNOUNCEMENT for filling the position with a certain time up to 31.3.2017

**Project Manager**

Purpose of the job: To help and manage ongoing projects tasks, require permits and new project activities, as well as to secure efficient and effective execution of activities related to the project-application areas of the office of the Technology Park in providing high quality services. Furthermore, from the candidate will be expected precision operation and effective management and reporting of policies, processes and procedures of the Office of Technology Park, and represents the office of the Technology Park to ensure and sustain its success and good reputation.

In addition, the Project Manager will need to provide an adequate and optimal operation of the office of the Technology Park and make optimization of resources related to the workplace.

Besides the general conditions prescribed by Law, the ideal candidate should meet the following requirements:

**Basic:**

* Undergraduate university qualification from the area/s related to the project or equivalent professional qualification;
* A two-year work experience in the field of application, project management and preparation of project reports;
* Excellent knowledge of best practices in the field of project tasks.

**Desirable:**

* Master of field/and similar or equivalent professional qualification project;
* Experience in working in similar/related institutions;
* Experience in project activities related to education, business skills, entrepreneurship and / or working with young people/students.

The candidate should possess the skills and abilities:

**Basic:**

* Effective communication (oral and written) of the three languages used at the University (Albanian, Macedonian, English) and contribution to the implementation of language policy;
* Ability to successfully manage and manage business processes;
* Excellent interpersonal and communication, oral and written;
* Ability to communicate and work in a team;
* Ability to analyze and solve complex data issues;
* Ability to work with appropriate confidentiality and data protection;
* Excellent attendance and punctuality and effective use of working time;
* Excellent organizational skills;
* Ability to self-motivation, initiative and use critical thinking and to work flexibly;
* Ability to effectively distribute work according to priority of the scope in order to respect deadlines and work well under pressure;
* Ability to effectively use information technology and computer systems to meet the demands of the workplace;
* Ability to positive cooperation with colleagues / superiors;
* Willingness to starting and running a training;
* Commitment and loyalty to the Technology Park and his mission as the highest priority;

**Desirable:**

* Effective communication (oral and written) of the three languages used at the University (Macedonian, Albanian, English);
* Ability and willingness to travel if necessary.

Start and the end of a daily and weekly working hours: From 09:00 to 17:00, Monday to Friday.

The deadline for applications is 7 days from the date of announcement of the competition.

The announcement was published on 02.11.2016 to 02.18.2016.

**Method of Application:**

Please send your application in the form of a short biography (CV) or via the standard form, recommended in the announcement, in the email address:

techpark@seeu.edu.mk

**Address:**

Technology Park, South East European University

Bull. "Ilinden" no. 335/700

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