

## **KMOP Skopje – Researcher / Project Assistant (Part-Time)**

### **About KMOP Greece and KMOP Skopje**

KMOP is a Greek NGO with long and extensive experience and activities in the social sector, particularly in providing support to socially vulnerable groups. KMOP's axes of expertise include mental health, employability promotion, gender equality and provision of support to other socially vulnerable groups, with significant relevant track record.

KMOP Skopje is a Civil society organization, which has been registered as a local NGO and works autonomously, with the mandate of capitalizing on KMOP's background and track record for the benefit of the vulnerable groups of the country, including young people at grassroots level from disadvantaged social backgrounds. Its goal is to be actively engaged in the social welfare system of North Macedonia as much as possible and contribute to the relief of various vulnerable groups by trying to design innovative and effective solutions to some of the problems that the country currently faces, making local communities more resilient. KMOP Skopje through comprehensive analysis, sustainable project activities and its direct involvement with local communities is continuously making efforts for tackling different problems, which are arising from various systematic policy shortcomings and are affecting individuals from disadvantaged background on a daily basis.

For our growing team in Skopje, we are looking for an enthusiastic professional to join our team on a part-time basis and support KMOP Skopje in areas related to Project Management, Research & Training, as well as Proposal Writing & Partnership Building.

### **Responsibilities:**

#### Project Assistant

- Support in managing and accurately delivering projects by undertaking particular tasks e.g. Drafting of Project Management/ Dissemination and Quality Assurance plans; Organising project activities, including dissemination events, trainings etc.; Participating in project meetings, representing the organisation; Mapping of stakeholders and liaising with them to engage in project activities; Monitoring project implementation and draft relevant progress reports; Undertaking visibility and dissemination activities; Conducting evaluation surveys and drafting evaluation reports.

#### Research

- Undertake the implementation of research activities under KMOP Skopje's projects: Prepare research methodologies/ guidelines, including developing the necessary tools (e.g. questionnaires); Conduct desk and field research (interviews, focus groups); Draft relevant reports and project deliverables.

- Prepare education and training material (e.g. training modules) for different target groups, according to project needs, Organise and deliver trainings.
- Present project outcomes (reports etc.) on behalf of the organization in multiplier and dissemination events, relevant academic conferences etc.

#### Proposal Writing & Partnership Building

- Support the KMOP Greece team in designing, developing and drafting project proposals for funding by the European Union and other donors; Undertake background research to identify local needs; Assist in drafting of project proposals by leading particular parts; Review, edit, standardize or make changes to material authored by other writers or experts to comply with the local context and the activities of the organisation; Handle revisions, edit and re-edit proposal sections as needed, and ensure that proposals maintain a consistent tone.
- Assist in Identification and initiation of new partnership and strengthening the collaboration with already existing partners.
- Monitor submitted proposals status

#### **Requirements**

- Excellent academic background, including a bachelor's and master's degree in social sciences.
- Minimum of 2 years working experience in projects implementation in EU context.
- Specific research background in the social sector and social welfare and/or education sector.
- Familiarity with Erasmus+ and EuropeAid programmes are considered as a strong asset.
- Strong analytical skills and critical thinking
- Strong skills in drafting well-structured reports
- Strong interpersonal, presentation and communication skills
- Advanced knowledge of MS Office suite. Knowledge of specialized software for research analysis (e.g. SPSS) will be considered an asset
- Strong written and verbal communication skills, both in Macedonian and especially in English

All applications will be treated as confidential.

By sending your CV, you confirm that you have read and agree to our Privacy Policy, published to our [website](#).  
Please send your CVs to [vasileska.k@kmop.gr](mailto:vasileska.k@kmop.gr)