

TASKS AND RESPONSIBILITIES OF THE PROJECT TEAM FOR THE PROJECT

“Promote tourism and culture through the water” - ToCulter

1. Project Coordinator

The Project Coordinator performs the following tasks and responsibilities:

- Coordinates activities with the project team and partners;
- Coordinates activities with the expert for improvement of the services of the Tourist Info Center;
- Coordinates activities with the team for creating a tourist destination (Strumica) - “Strumica City Tourism Working Group” (SCTWG);
- Organizes and maintains the project documentation, filing system and project library;
- Procurement procedures and preparation of tender dossiers/documentation;
- Organizes and implements project activities in their region;
- Reviews and analyzes project documents;
- Manages the project beneficiary portal;
- Supervises the work of external experts;
- Drafts progress reports;
- Organizes working meetings of the project team in their region;
- Participates in the monitoring and evaluation of the project;
- Participates in sharing project information and publicity.

2. Project Administrative Officer

The Project Administrative Officer performs the following tasks and responsibilities:

- Provides support for the Project Manager, Deputy Project Manager and the Project Coordinator in carrying out project activities and related financial tasks;
- Coordinates activities with the expert for improvement of the services of the Tourist Info Center;
- Coordinates activities with the team for creating a tourist destination (Strumica) - "Strumica City Tourism Working Group" (SCTWG);
- Drafts memoranda, reports, summaries and other documents;
- Organizes and maintains the project documentation, filing system and project library;
- Participates in sharing project information and publicity;
- Assists in preparing, implementing and documenting trainings and other project/public events, project team meetings, SCTWG working meetings and other project activities;
- Supervises the work of external experts;
- Manage financial aspects of the project and track project expenses;
- Ensures that financial and administrative regulations comply with the prevailing Laws;
- Audit project accounting;
- Manages the project beneficiary portal;
- Procurement procedures and preparation of tender dossiers/documentation;
- Receives and processes project documentation;
- Establishes a proper accounting system for the project;
- Manages and monitors the spending of the project finances in accordance with the budget;
- Drafts project financial plans;
- Prepares requests for payments;
- Drafts financial reports;
- Prepares records of received invoices (DDV-EPF);
- Communicates with controller and the JS/MA;
- Coordinates the implementation of the tender procedures for selection of sub-contractors in the IPA country, especially regarding financial issues.