

North Macedonia Program Administration Professionals, multiple roles

Development Professionals, Inc. (DPI) is seeking to identify international development program management administrative staff for an anticipated USAID Partnership Against Corruption Activity in North Macedonia. The preference will be given to those with successful experience managing USAID projects and are well conversant with USAID and US program administration standards, government regulations and compliance requirements. Positions will be full time and located in Skopje.

We seek experienced international project administration professionals for the following positions:

1. **Finance Manager**
2. **Grants Manager** (experienced in issuing & managing USAID grants under contract)
3. **Procurement & Administration Professionals**
4. **Project Assistant**

Qualifications:

- A. Professionals with a minimum bachelor's degree (preferably an advanced degree) in a field relevant to the specific administrative support area for which they are applying;
- B. Minimum five years of progressive experience (10 years preferred) in relevant administrative functions for more senior positions; three years for more junior positions;
- C. Experience in USAID program management and associated US government laws and regulations required for senior positions; a strong plus for junior positions;
- D. Experience working in QuickBooks software, and using Google Drive (cloud and desktop versions) desirable;
- E. Fluency in both English and Macedonian (speaking, reading, and writing), is required.

How to apply:

Interested candidates should email a resume and a brief cover letter to contact@developmentpi.com (please put "North Macedonia Program Administration Professionals" in the subject line of your message). DPI will accept applications through July xx, 2022 or until the position is filled. Only finalists will be contacted. No phone calls, please.

ABOUT THE ORGANIZATION:

DPI is a woman-owned small business that has implemented rule of law and governance reforms and provided analytical and research services in more than 25 countries since our inception in 2009. DPI is an equal opportunity employer. More information: <https://www.developmentpi.com/>