

ЗАНАЕТЧИЈА



## Contest

Handicraft Chamber Bitola announced competition for admission to four employees of a certain time for the project "Creative Teaching and Learning Internships and Education Program of handicraftsman", "Campaign for Development of the handicraft in Macedonia TOMORROW Master of 2010-2012" funded by USAID and KOBLEC and FP.

### 1. Assistant Programme Creative Teaching and Learning Internships "

Work obligations assistant include:

- Communication with partners in the project;
- Organizing training and seminars,
- preparing reports for work;
- Administrative and Financial Reporting;
- Documentation and other tasks necessary for the conduct and implementation of the project

#### Criteria that need to meet the candidates:

- gained higher education (pedagogy among teachers or faculties);
- Excellent knowledge of English;
- working knowledge of computer;
- experience in the implementation of projects

### 2. Coordinator of the program "Education of handicraftsman"

Work responsibilities of the coordinator include:

- Communication with partner organizations in the project;
- Communication with donors;
- communication with grantees;
- monitoring the activities of partner organizations
- Organizing training and seminars,
- preparing reports for work;
- administrative and financial reporting;
- documentation and other tasks necessary for the conduct and implementation of the project

#### Criteria that need to meet the candidates:

1. gained higher education (pedagogy among teachers or faculties);
2. Excellent knowledge of English;

3. knowledge of the Romani language is an asset;
4. working knowledge of computer;
5. experience in the implementation of projects

### **3. Assistant Programme "Campaign Development of the handicraft"**

Work obligations assistant include:

- Communication with partners in the project;
- Organizing training and seminars,
- preparing reports for work;
- Documentation and other tasks necessary for the conduct and implementation of the project

Criteria that need to meet the candidates:

1. gained at least secondary education;
2. Good knowledge of English;
3. knowledge of the Romani language is an asset;
4. working knowledge of computer;
5. experience in the implementation of projects

### **4. Assistant Programme "Campaign Development of the handicraft for 2010-2012 "**

Work obligations assistant include:

- Communication with partners in the project;
- Organizing training and seminars,
- preparing reports for work;
- Administrative and Financial Reporting;
- Documentation and other tasks necessary for the conduct and implementation of the project

Criteria that need to meet the candidates:

1. gained higher education (pedagogy among teachers or faculties);
2. Excellent knowledge of English;
3. working knowledge of computer;
4. experience in the implementation of projects

Required documentation for application for all jobs:

1. Curriculum Vitae (resume) - Please specify your phone for contact;
2. Copy of diploma from appropriate education;
3. Letter of motivation (written in English);
4. Other documentation that the applicant believes supports the application, and is a function of the required criteria. (If you attach a recommendation please be referred to the contact numbers of those who signed the recommendation).

Interested candidates should submit their applications at email:

[zanaetkombt@t-home.mk](mailto:zanaetkombt@t-home.mk)

[www.chamberbitola.mk](http://www.chamberbitola.mk)

[www.zanaetciskakomorabitola.mk](http://www.zanaetciskakomorabitola.mk)

[www.utre-majstor.mk](http://www.utre-majstor.mk)

address: P.fax 52

Hadicraft Chamber Bitola -Macedonia  
Braka Mingovi 18  
p.fax 52  
7000 Bitola  
(with note: the competition for employment)

Preliminary selected candidates will be invited to test and conversation  
(No call for info on the phone otherwise their applications will receive negative points in the application bodiranjeto)

[www.tomorrow-master.mk](http://www.tomorrow-master.mk)

[www.utre-majstor.mk](http://www.utre-majstor.mk)

[www.morgen-meister.mk](http://www.morgen-meister.mk)

