

Republic of North Macedonia

Ministry of Transport and Communications

**VACANCY ANNOUNCEMENT**

**Recruitment of Individual Consultant**

 **Job Position: TRADE AND CUSTOMS EXPERT (NSW)**

**WBTTFP–8929-MKD-411D**

**General Information:** The Ministry of Transport and Communications (the CLIENT) intends to engage highly qualified Consultant to provide services as a Trade and Customs Expert (NSW) of the Project Implementation Unit (the PIU) in the Ministry of Transport and Communications in North Macedonia. The Project Implementation Unit (the PIU) is staffed with different expert profiles in order to carry out complete project management for the Trade and Transport Facilitation Project, financed by the World Bank. The assignment is full time for a period of 36 months, in all cases not less than up to the end of the projects life.

**Project Background:** The Western Balkans Trade and Transport Facilitation Project Phase 1 includes a combination of investments, technical assistance and regulatory and institutional reforms. It will primarily focus on adoption and implementation of a National Single Window (NSW) solution, improvements in border crossings in selected trade corridors, BCP at Deve Bair and BCP at Kjafasan, deployment of an Intelligent Transport System (ITS) on the A1 motorway, which is part of Corridor X, and technical assistance.

**Position Objective:** To plan, monitor, control and give technical advice on all the Trade and Customs related activities to ensure their incorporation in alignment with international good practices. This will be done in close cooperation with the Project Director and the contractors and consultants, as well as the Customs Administration of the Republic of North Macedonia and other agencies involved in the customs procedures (as described in the Project Operation Manual). He/she will closely monitor the implementation of the activities in order to coordinate the inputs from the different actors, ensure excellent technical execution, quickly address design challenges and efficiently react to unexpected developments. Aware of the project cycle and Procurement Plan, the implementation of activities as per contract specifications and in compliance with the legal/regulatory framework of the World Bank, he/she will ensure that works, goods and services are satisfactorily completed on time, within the budget aligned with the contractual requirements.

**Tasks and Responsibilities:** As part of the PIU, the Consultant will ensure preparation, supervision, monitoring and management of all trade and customs related activities included in the Trade and Transport Facilitation Project; analyse the functional and technical requirements of the project and provide feedback for improvement to the Project Director and assisting in their inclusion and implementation; liaise with the Procurement Officer, the Project Director and with all relevant departments / beneficiaries / agencies / ministries and their focal points in the process of preparation the trade and customs related Bidding Documents, Technical Specifications, Requests for Proposals, Terms of Reference, Monitoring Reports, etc.; review, evaluate and provide feedback to the Project Director on the Trade and Customs technical documentation, designs, and schedule; provide relevant technical inputs to the Procurement Officer and Project Director; prepare the trade and customs related Bidding Documents and Requests for Proposals as Technical Specifications, Terms of References , etc.; provide technical evaluation of the Trade and Customs related activities during the tendering process (evaluation and selection) and participate in evaluation committee when it comes to procurement of goods, services or works; ensure full implementation of the trade and customs activities in relation with the timeline/critical paths; provide supervision and monitoring of the performance of contractors / consultants engaged in the Project for the relevant Project Component; provide managerial and administrative support to the involved parties in the Project; prepare Draft Project Quality Plan (PQP); review and evaluate contractors’/consultants’ technical documentation, designs, schedules etc.; conduct regular on-site visits, controlling and supervising the contractors’/consultants’ performance; facilitate project-related discussions with public & private sector stakeholders; verify, validate and confirm contractors/consultants expenditures declared in the payment certificates/invoices; carry out quality control during the execution of relevant project activities, identify the areas for improvement and ensure implementation of corrective measures; ensure the reporting mechanisms (as reflected in the Project Operations Manual) and documentation systems are in place, including drafting relevant reports to the World Bank and to the Project Director: Cost, Time, Resources, and Scope (along with Performance related measures, Quality, HSE & environmental); issue relevant Monthly Progress Reports to the Project Director and brief him/her minimum once a week on progress and challenges while providing sound solutions to overcome implementation difficulties; assist the Project Director in preparation of relevant PIU Reports (Quarterly, midterm and completion).

**Knowledge, experience, skills and competences:**

Educational qualifications of at least a University Degree in Business Administration / Economics / Law / Engineering / Information Science/ Information Technology (where a university degree has been awarded on completion of a minimum of three years of study in a university or equivalent institution);

Area of professional expertise: Customs / Trade Facilitation / Transport Management;

Years of experience: Minimum of 7 years of relevant professional experience in Customs and Trade Facilitation / Transport Management;

Required: Experience with at least 1 assignment / project with similar scope (NSW) as required with the project; Customs related activities and procedures, cross-border regulatory laws and procedures, cargo clearance operations and process life-cycle for applications, issuance and utilization of trade-related certificates, licenses, permits, registrations and other authorizations;

Desirable: Working experience in the Region in similar projects on governmental level (G2G);

Required: Excellent knowledge of English language (reading, speaking and writing);

Desirable: Knowledge of Macedonian language;

Computer skills: AutoCAD, Word, Excel, scheduling tools (eg: MS Project or similar);

Managerial skills: Self-planning & organizing, problem solving, communication, teamwork, initiative.

**Applications:** The candidates should submit their Letters of Application, CVs, and Letters of Motivation (all documents in English language) **only electronically** to the following e-mail: konkursi@mtc.gov.mk . The deadline for submitting the applications is **15 June 2020, the latest.** The candidates can find the ToR for the announced job position in the following link <http://mtc.gov.mk>.