

Project: “Guardian Shield: Operationalization of the referral mechanism strengthening resilience against radicalization and extremism in North Macedonia”

Terms of Reference Guardian Shield Project Manager (50% working time position)

About the project:

The proposed project builds upon the new national CVE Strategy (2023-2027) and the successful implementation of two prior CRPM projects: 1) "Educate2Prevent (E2P): Strengthening Front-line School Workers and Parents to Build Youth Resilience to Violent Extremism" (2018-2019), funded by the European Union, within the Global STRIVE I Program managed by the Hedayah Center of Excellence for Countering Violent Extremism, and 2) “Passage4Prevent (P4P): use of education to prevent youth online radicalization” (2020-2021), funded by the European Union, always within the STRIVE Global Program managed by Hedayah. These pioneering projects laid the groundwork in country for capacity building of teachers and front-line workers in schools on detecting signs of radicalization. They also raised awareness about online radicalization risks among students, teachers and parents, and developed relevant training materials. Furthermore, with EU funding, CRPM developed a referral mechanism called the “P4P policy model”, otherwise known as the Passage4Prevent: Referral mechanism for prevention of radicalization and reintegration of returnees’ families. The model was community-based, envisaging a structure composed of several services that allowed for risk assessment and support the at-risk individual from different perspectives (psychological, educational, social, health-related, cultural, religious), as well as providing support in regard to the labor market integration and employment. The referral mechanism was envisaged to function on the basis of the following principles: joint decision making and coordinated action. The project locations for the implementation of activities, as the piloting of the referral system, are preferably the following municipalities in North Macedonia: Gostivar, Lipkovo and Shtip.

The proposed referral mechanism model (Passage4Prevent) by CRPM involves different structures at central and local levels:

- National Committee for political and expertise support;
- Strategic Board for guidance and coordination;
- Case Management Board for individual assessments;
- Expert Teams for risk assessments and community-based teams and groups for prevention and awareness.

The project overall objective is to operationalize the referral mechanism and strengthen the resilience to counter radicalization that can lead to violent extremism. In line with the National Strategy for Countering Violent Extremism (2023-2027), strategic objective 1.2. Public awareness raising envisages that a referral mechanism is developed and recognized by the professionals and the community.

For the purpose of project implementation CRPM seeks for a dedicated individual that specializes on resilience, radicalization and extremism prevention and has experience in working with different stakeholders on national and local level, possess the knowledge in project management, organization of meetings, workshops and training courses to assume the position of Project Manager.

JOB POSITION

TASKS AND RESPONSIBILITIES include:

- Have the overall responsibility of the project implementation;
- Manage the relations with authorities and donor, day-to-day coordination and supervision of the experts and third parties;
- Coordinate the work and delivery of the experts; including reviewing training content and ensuring the quality and high standards of the project;
- Participate in the presentation of the project's events, as well as in media interviews; presents results; coordinates all activities; organizes the monitoring and evaluation;
- Contribute to the management of the system for control, oversight and quality assurance of the grants portfolio in accordance with donor's regulations, the project's grants manual, and the CRPM's internal policies;
- Monitor legal, financial, and program compliance following the donor' guidelines;
- Ensure that all deliverables are received, tracked, filed, and in compliance with project objectives and requirements;
- Maintain close communication and positive working relations at all times with the implementing partners;
- Build positive and trusting relationships with stakeholders, front-line workers, expert teams, trainers and all other target groups;
- Prepare reports to donor (interim and final);

- Organize trainings and meetings (including workshops) with stakeholders and project beneficiaries; drafts reports, media notes and works on awareness raising and visibility activities by posting, disseminating and similar. Manages the office work and provides translation as needed;
- In coordination with Monitoring, Evaluation and Learning (MEL) Officer develop a comprehensive MEL framework and lead this work and liaise with municipal teams, CSOs and NCCVET as beneficiaries and stakeholders in the activities.
- Monitor the activities performed continuously;
- Help develop strategies and foster implementation of policies on the prevention of radicalisation at local and national level.
- Overview the monitoring reports that will be reviewed by the Steering Board meetings in order to achieve a common agreement on the possible corrective measures in case any deviations from the planned progress of activities are identified.
- Managing the online refresher training courses for the front-line workers.

NECESSARY QUALIFICATIONS

- University degree / Master of Science (is preferred) in Security, Psychology, Social sciences, Sociology, Education studies, Public policy or similar fields;
- Knowledge of all aspects of planning and implementing a project cycle;
- At least 5 years of professional experience in the field of radicalization and violence prevention;
- At least 1 year of experience in conducting trainings and workshops;
- Experience in managing e-learning platform (is preferred);
- Knowledge of online working tools (such as among other MS Office, One Drive, MS Teams, Doodle, Canva, WordPress);
- Excellent communication, presentation, organizational and writing skills;
- Knowledge of written and spoken English;
- High level of understanding of the complexity of the topic and use of the principle of non-discrimination.

APPLICATION PROCESS Please send your CV and motivation letter to crpm@crpm.org.mk with the title “Application for Guardian Shield Project Manager” no later than 05.04.2024. The application process in CRPM is competitive and goes through 3 phases: eligibility check, assignment/test, interview. The organization operates in English, Macedonian and Serbian. We encourage Albanian speakers to join our team.

Diversity and multicultural policies are pillars of CRPM values as an organization and thus are highly respected and nurtured. Any individual applying for this position should share them. CRPM is an equal opportunity employer, men applicants are strongly encouraged to apply.

CONTRACTUAL STATUS

All CRPM employees work on employment contracts with full benefits package. Initial contract is on 3 months and can be extended to up to 18 months’ period, starting from 01.05.2024.

Salary is defined based on the qualification, experience and in accordance with the CRPM Salary policy and ranges between 30,000- 32,000 MKD (Neto for 4 hours per day/20 hours per week).