



Administrative Assistant

I. Background

National Federation of Farmers (NFF) represents the largest network of farmers and farmer's organizations in the country. It unites the effort of over 30 local farmers' organizations and cooperatives, representing the voice of more than 3.000 members and cooperating with almost all key players in the agriculture and agribusiness sector. It works under the common vision: *Profitable agriculture – stable village*, and the mission: *Organized farmer leader in the agricultural and rural development*.

In addition to the farmers, the agricultural associations and the agricultural cooperatives, NFF in its work pays special attention to strengthening and supporting vulnerable categories in rural areas, and gives larger support for young people, women and people with disabilities and their direct involvement in the agricultural development through decision-making and active action.

NFF puts its efforts in improving the life of the rural population by assisting and facilitating sustainable mechanisms through lobby and advocacy, information, education, business support, demonstration plots, study visits and other forms of know-how transfer and learning. NFF believes that only well trained, skilled and business oriented farmers can lead the rural community development in sustainable manner.

Organization maintains the strategic partnership with the academic and research community (faculties and institutes), extension service providers (NEA and private companies), other NGOs from Macedonia and from the region and partnership with state and foreign institutions and organizations.

NFF is implementing a range of projects focusing on agriculture and rural development in North Macedonia and actively cooperates with different international and donor organizations. Most of the work of NFF is linked to organization of different events, activities. For this reason, NFF seeks a person for the position Administrative assistant.

II. Engagement and Objective of the assignment

Obligations and responsibilities:

- Logistic and support to field activities;
- Logistic and support in organizing NFF project events, trainings and conferences;
- Preparing MoM from meetings and events and submit to relevant stakeholders
- Scanning and electronic copy of documents;
- Assistance and support to the project manager, project coordinator and executive director in implementation of project activities;
- Communication with NFF target group/s- NFF members and farmers and rural population;



- Accept the rules, procedures and policies of NFF and donors;

III. Qualification requirements:

- Completed university education
- Experience of at least 2 years in similar position
- Experience in administration and office work
- Capacity for field work and local communities
- Excellent communication skills
- Ability to work in teams and under short terms
- Experience with the civil society sector
- Experience with rural and local development

IV. Skills:

- MS Office (computer skills)
- English language proficiency
- Driving license (B category)

V. Work conditions:

The Administrative Assistant will work part time with 50% engagement on the project starting from 01.06.2023 till the end of the contracted period 31.08.2023.

VI. Application procedure

Interested candidates should submit the following documents:

- Up to date CV clearly indicating previous working experience
- Motivation letter (max 1 page)
- Financial proposal/offer expressed in denars

All documents should be submitted by email to the following emails at once nff@nff.org.mk and vidanka.martinovska@nff.org.mk till 23.05.2023