

Call for Applications **for participation in a *Mentoring Programme for Women in the Public Sector***

The OSCE Mission to Skopje and the Ministry of Labour and Social Policy of the Republic of North Macedonia implement a project activity to promote women's professional development and leadership in the public sector, through a Mentoring Programme for women employed in the state institutions in the country. The Mentoring Programme aims to provide possibilities for personal and professional development of women in the public sector by creating a concept of mutual support and empowerment, exchange of knowledge and experiences, as well as by strengthening the solidarity and networking of women.

The mentoring programme is designed to include twenty pairs of mentors and mentees who will be trained for their role of mentors/mentees. Three-day training, including a one-day module on gender equality will be organized for the mentors and the mentees separately, followed by a kick-off workshop to launch the nine-month mentoring cycle. All trainings will take place in Skopje, in the period July-September 2019. At the start of the mentoring process, advance training for mentors will be delivered, to facilitate their work.

The Programme is based on voluntary engagement and personal motivation of both mentors and mentees; therefore their dedication to the process is a key factor for success of the mentoring relationship, as well as of the programme itself. No remuneration is foreseen for their engagement in this project.

For the purposes stated above, all interested women employed in the public sector institutions listed here below, and who fulfil the application criteria, are strongly encouraged to apply.

The Mentoring Programme is open for women employed in the following institutions:

1. Ministry of Labour and Social Policy
2. Ministry of Information Society and Administration
3. Ministry of Local Self-Government
4. Ministry of Education and Science
5. Ministry of Justice
6. Ministry of External Affairs
7. Ministry of Economy
8. Ministry of Finance
9. Ministry of Defence
10. Ministry of Culture
11. Ministry of Transport and Communications
12. Ministry of Health
13. Ministry of Agriculture, Forestry and Water Supply Management
14. General Secretariat of the Government
15. Secretariat for European Affairs
16. Agency for Youth and Sports
17. Agency for Audio and Audio-visual Media Services
18. State Statistical Bureau
19. Assembly Service.

The deadline for submission of applications is **30 June 2019**. The selection of candidates will be done by the OSCE Mission to Skopje and the Ministry of Labour and Social Policy.

Eligibility criteria for mentors:

- Over ten years of professional experience
- Employed in one of the institutions included in this programme
- University degree
- Good communication skills
- Motivated to engage themselves on voluntary basis in the Mentoring Programme

Required documents: Interested candidates to submit the following documents (in electronic format):

- Application Form, dully filled-in
- Motivation letter
- CV

Eligibility criteria for mentees:

- Not more than 5 years of professional experience
- Employed in one of the institutions included in this programme
- Motivated to engage themselves in the programme activities

Required documents: Interested candidates to submit the following documents (in electronic format):

- Application Form, dully filled-in
- CV

All required documents to be submitted on the following e-mail: deniza.bundalevska@osce.org
Only dully completed application documents will be taken in consideration.

**For uninterrupted participation of candidates in this mentoring progarmme, consent of the first level supervisor of the candidate is required in a form of a written statement. A form for written statement will be distributes to all selected candidates upon completion f the selection process.*

Contact person: Deniza Bundalevska, Senior Programme Assistant, **OSCE Mission to Skopje**, e-mail: deniza.bundalevska@osce.org

NOTE:

The OSCE Mission to Skopje and the Ministry of Labour and Social Policy will deliver a promotional event to present details in relation to the mentoring programme. The event will take place on **17 June 2019**, between 13:00-14:00H in the OSCE Mission's premises (Blvd 8 Septemvri no. 16, Hiperium Buidling, 3rd floor). All interested participants are required to register at the following email: deniza.bundalevska@osce.org

I. Application Form for Mentors

No.	Question	Response
1.	Name and surname	
2.	Position	
3.	Institutions	
4.	Work unit (sector/ unit/department.):	
5.	Education	
6.	Ethnicity	
7.	Years of employment in the institution	
8.	Do you plan to leave the institution in the 3 years to come (due to retirement, change of workplace or else):	
9.	Telephone	
10.	E-mail:	
11.	Have you ever participated in a training on mentoring?	
12.	Do you have a practical experience in mentoring? <i>(If yes, please describe your role and experience)</i>	
13.	Name, surname and position of you direct supervisor and his/her contact details (phone and e-mail).	
14.	Consent for participation in the mentoring programme from the supervisor.	Signature of the Supervisor:

II. Motivation letter

Name and surname: _____

Guidelines:

- *The motivation letter shall contain the following information:
Providing mentorship to another person is a serious responsibility and can change the lives both of the mentor and the mentee. Please describe the reason why you wish to participate in this mentoring programme? What do you expect as a mentor to gain from the process, and what do you consider the mentee will gain from you?*
- *The letter shall not exceed 2500 characters with spaces.*

III. CV

Personal data	
Name and surname	
Telephone	
E-mail	
Working experience	
Date (from-to)	
Position	
Name of employer	
Main tasks and responsibilities	
Date (from-to)	
Position	
Name of employer	
Main tasks and responsibilities	
Date (from-to)	
Position	
Name of employer	
Main tasks and responsibilities	
Other working experience (outside of the institution)	
Education	
Date	
Area of study	
Name of the educational institution	
Level of education and title	

(master of arts, PhD...)		
Date		
Area of study		
Name of the educational institution		
Level of education (master of arts, PhD...)		
Relevant trainings		
Title of the training	Year	Name of training delivery organization/individual
Personal skills		
Languages	Level (mother tongue, excellent, good, basic)	
Other skills		

I. Application Form for Mentees

No.	Question	Response
1.	Name and surname	
2.	Position	
3.	Institutions	
4.	Work unit (sector/ unit/department.):	
5.	Education	
6.	Ethnicity	
7.	Years of employment in the institution	
8.	Do you plan to leave the institution in the 3 years to come (due to retirement, change of workplace or else):	
9.	Telephone	
10.	E-mail:	
11.	Have you ever participated in a training on mentoring?	
12.	Do you have a practical experience in mentoring? <i>(If yes, please describe your role and experience)</i>	
13.	Name, surname and position of you direct supervisor and his/her contact details (phone and e-mail).	
14.	Consent for participation in the mentoring programme from the supervisor.	Signature of the Supervisor:

II. Motivation

Please describe your motives to participate in the Mentoring Programme.

What do you expect to gain as a woman from this process?

Please state three areas in which you would like to receive guidance from a mentor?

** Note: The areas shall not fall under the area of professional development but general skills which would help you for better orientation in the working environment, the relationship with the colleagues and to easily recognize opportunities for professional development.*

III. CV

Personal data	
Name and surname	
Telephone	
E-mail	
Working experience	
Date (from-to)	
Position	
Name of employer	
Main tasks and responsibilities	
Date (from-to)	
Position	
Name of employer	
Main tasks and responsibilities	
Date (from-to)	
Position	
Name of employer	
Main tasks and responsibilities	
Other working experience (outside of the institution)	
Education	
Date	
Area of study	
Name of the educational institution	

Level of education and title (master of arts, PhD...)		
Date		
Area of study		
Name of the educational institution		
Level of education (master of arts, PhD...)		
Relevant trainings		
Title of the training	Year	Name of training delivery organization/individual
Personal skills		
Languages	Level (mother tongue, excellent, good, basic)	
Other skills		
Лични податоци		
Име и презиме		
Телефон		
E-mail		
Работно искуство		
Дата (од –до)		

Позиција	
Назив на организацијата/вработувачот	
Главни работни задачи и активности	
Дата (од –до)	
Позиција	
Назив на организацијата/вработувачот	
Главни работни задачи и активности	
Други работни искуства (надвор од организацијата)	
Образование	
Дата (од –до)	
Област на студии	
Име на образовната институција	
Ниво на образование и стекнато звање (дипломиран, магистер, доктор на науки по....)	
Дата (од –до)	
Област на студирање	
Име на образовната институција	
Ниво на образование и	

стекнато звање (дипломиран, магистер, доктор на науки по....)	
Лични вештини	
Јазици	Ниво на знаење (Мајчин јазик; одлично; добро; основно)
Други вештини	