# Business Support Center Kosovo

**CALL FOR APPLICATION**

BSCK is implementing the Project “Support to Employment of Youth in Energy Sector “which is funded by EU “The overall goal of the project is **to *increase employability, sustainable employment prospects for disadvantaged groups, namely youth and women in the energy sector in Kosovo. “Support to Employment of Youth in Energy Sector”*** isfunded by European Commission and implementing by BSCK ***.*** The Project directly contributes to this priority through training between 200 – 400 youths, which will benefit from capacity development within the project, and indirectly thousands of other youth, will benefit from improved curricula of public VET institutions. The Project is a direct investment to improving the quality of vocational training for energy sector professions, and directly support investments in vocational training, competence centers, aiming in creating job opportunities for youth and women and disadvantage groups.

Business Support Centre Kosovo (BSCK) is hiring qualified candidate for the following position for the upcoming project “**Support the Employment of Youth in Energy Sector”**. The following Position is:

* Stakeholder liaison and coordination (Project Coordinator)

**PROJECT COORDINATOR**

JOB DESCRIPTION:

* Support the Project Manager in daily activities of the project;
* Maintain and monitor project plan, project schedules, budget and expenditures;
* Prepare presentation materials, document and follow up on important actions and decisions from meetings;
* Coordination of activities during project implementation;
* Create a project management calendar for fulfilling each goal and objective;
* Determine project changes and promote project activities;
* Draft Open Calls for Application, Terms of References, Requests for Proposals, Request for Quotations, contracts, reports and other necessary documents as required;
* Coordinate processes of applications’ processes;
* Data entry and processing of project beneficiaries;
* Other tasks related to daily office and on the field activities.

Required Skills and Experience:

* BA in Business Administration, Economics or a related field;
* Proven experience in monitoring development projects implemented by national/international bodies, and in particular of GIZ projects is considered an asset;
* Experience in designing tools and strategies for data collection, analysis and production of reports.
* Proficient in office software packages: Microsoft Office, Google Drive, statistical software etc.
* Fluency in Albanian and English languages.

**Deadline for application is: 20, November 2020**

The interested applicants can apply by sending their updated CV, via e-mail address: [info@bsckosovo.org](mailto:info@bsckosovo.org) , or in person to the office Ukshin Hoti, Hyrja C4/2 Kati 1 Nr.2, 10000 Prishtina specifying in the subject the position for which you apply.