

TERMS OF REFERENCE (ToR)

Position: Project Officer

Projects: CBCEcoKid

Location: Kosovo

Contract duration: 16 months

Engagement period: 1 March 2022 - 30 June 2023

BACKGROUND

The Cross-Border Cooperation Program between Kosovo and the Republic of Northern Macedonia, in the framework of IPA II funding allocations for 2017 and 2018, supports cross-border cooperation to promote good neighborly relations, socio-economic development, and to promote the membership of both countries in the European Union.

In accordance with the grant contract, number 2021 / 430-770, signed by the European Union represented by the European Commission (Contracting Authority) on the one hand and the Municipality of Ferizaj (Coordinator) and the Municipality of Chair (Co-beneficiary 1), BSCK (Co-beneficiary 2) and TRIAGOLNIK (Co-beneficiary 3), on the other hand, Project 'CBCEcoKid' requires an experienced Project Officer to support the implementation of the activities envisaged under this project, monitoring the performance of local partner organizations, to assist the Project Manager through regular monitoring to identify any risks identified by taking appropriate measures to overcome any difficulties in project implementation.

Position Summary: The Project Officer is expected to contribute to the overall project objective by providing overall support to the Project Manager in planning, managing, implementing and completing the activities envisaged in the project, ensuring consistency with strategy, commitments and project goals.

The place of work will be in Prishtina. The position also includes travel, mainly throughout the project area to oversee / manage project activities and follow various field events.

Main tasks:

Under supervision of the Project Manager, key Duties and Responsibilities of the Project Officer are:

- Supports the Project Manager in day-to-day project management activities;
- Proposes and implements adequate working procedures in all components;
- Assists in the organization of planned trainings and the development of training activities;
- Facilitation of workshop group meetings as well as other informative meetings;
- Prepares draft documentation for procurement of services and supplies;
- Assists in the preparation of quarterly, interim and final narrative reports of the project for the donor and the municipality of Ferizaj;
- Ensure that project documents are complete, current and properly maintained;
- Review activities for compliance with project policies and procedures;
- Maintain effective communication and working relationships with local stakeholders, the target group and partners, as well as public relations and media coverage of the project;
- Other activities in accordance with the project document.

REQUIRED SKILLS AND EXPERIENCE

The Project Officer must meet the following requirements and have the minimum qualifications and experience, such as:

Qualifications and skills;

- Bachelor Degree in Social Sciences;
- Fluent in written and spoken English as well as preferred in both official languages of Kosovo;
- Good communication, organizational and presentation skills;
- Proven ability to work on complex tasks with a wide range of partners;
- Previous experience in development projects or similar work for an international agency or donor organization or NGO is value added and appreciated;
- Computer knowledge;
- Driving license.

Profesional experience:

- At least 7 years of professional engagement experience;
- At least 4 years of relevant professional experience in EU / funded programs / projects or other donors;
- Knowledge about Cross-Border Cooperation and IPA beneficiaries is an advantage.

Assets:

- Skills in academic writing in English;
- Experience in managing EU funded programs / projects;
- Proven teamwork with the capacity to work in a multicultural environment;
- Understand well and have knowledge of the region where the project is located.

Deadline for application is: 25, February 2022

The interested applicants can apply by sending their updated CV, via e-mail address: info@bsckosovo.org, specifying in the subject the position for which you apply.