



Business Support Center Kosovo

CALL FOR APPLICATION

Date: 14, February 2022

Business Support Center Kosovo invites qualified candidates to apply for the following positions:

- **Project Coordinator**

For the upcoming project "Support to previous returnee start-up beneficiaries through additional equipment as a response to the COVID-19 situation", financed by Deutsche Gesellschaft fuer Internationale Zusammenarbeit (GIZ).

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:

- At least BA in public administration, business administration, , management, economics, or a related field;
- Fluency in Albanian and English languages;
- Previous experience in project coordination;
- Ability to learn fast and coordinate resources effectively;
- Proficient in office software packages: Microsoft Office, Google Drive, etc.

Deadline for application is: 28, 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.