



## Business Support Center Kosovo (BSCK)

### **CALL FOR APPLICATION**

**Date: 14 February 2022**

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

#### **- Project Manager**

For the upcoming project “Support to previous returnee start-up beneficiaries through additional equipment as a response to the Covid-19 situation, and other returnees and people at risk of irregular migration through career capacity building measures”, financed by Deutsche Gesellschaft fuer Internationale Zusammenarbeit (GIZ).

#### **PROJECT MANAGER**

##### **JOB DESCRIPTION:**

- Planning the detailed project activities;
- Ensures timely and good quality implementation of work plan activities;
- Develop a detailed project plan to monitor and track progress and resources;
- Manage the resources according to project plan in respect to human resources, financial resources, and timeline of the project;
- Manage changes to the project scope, schedule and costs, using appropriate verification techniques;
- Measure project performance using appropriate tools and techniques
- Maintain positive working relations with all project team members, stakeholders, and third parties/vendors;
- Mobilize personnel, goods and services including drafting terms of reference and work specifications for project activities and tasks;
- Managing open calls for the project target group and monitor the selection procedures; - Use and continually develop leadership skills;
- Attend meetings, conferences, and training as required and needed to maintain proficiency;
- Report project activities and progress towards goals to the donor and key stakeholders.

##### **REQUIRED SKILLS AND EXPERIENCE:**

- BA or MA in business administration, public administration, management, economics, or a related field;
- Fluency in both oral and written Albanian and English languages;
- Previous experience in project management and/or coordination;
- Ability to learn, lead and manage teams;



- 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](mailto:info@bsckosovo.org), specifying in the subject the position for which you apply