



Job Advertisement

JOB TITLE:	<u>Project Coordinator</u>
Positions:	One (1)
DUTY STATION:	Prishtinë/Pristina
REPORTS TO:	Executive Director
DURATION:	One year with possibility of extension
STARTING DATE:	15 August 2022

PURPOSE

Advancing Together is providing support to the local and central level authorities in addressing the basic needs of Kosovo returnees and Internally Displaced Persons in the areas of physical, legal and material safety, as well as, strengthening authorities' capacities for the protection of returnee and displaced populations.

DUTIES AND RESPONSIBILITIES

- ✓ Ensure that program activities operate within the policies and procedures of the organization and funding agreements;
- ✓ In close coordination and cooperation with targeted local authorities strengthen peaceful co-existence between communities;
- ✓ Ensures establishment of Inter Community Forums to promote open dialogue between local authorities and community groups;
- ✓ In close consultation with ethnic community groups select Local Community Facilitators;
- ✓ Support targeted municipalities to draft community related projects based on the identified community priority needs;
- ✓ Ensures implementation of the identified community-based projects aiming to improve welfare of communities;
- ✓ Support in organization of capacity building workshops, conference and other events in coordination with authorities and other stakeholders;
- ✓ Ensures timely submission of mandatory reports, namely monthly reports, progress and final project performance reports;
- ✓ In coordination with AT Finance Manager ensures that the program operate within the approved budget;
- ✓ Direct, plan and coordinate the work of the Local Community Facilitators, including supervision and evaluation;
- ✓ Performs any additional duties as required by Executive Director

Required Qualifications

- ✓ University Degree in relevant fields of human rights will be considered as an advantage;
- ✓ Minimum three years of professional experience in the field of project management and/or human rights monitoring;
- ✓ High level of interpersonal and communication skills and experience with various stakeholders and actors at various levels;
- ✓ Sound computer and literate skills are a requirement;
- ✓ Excellent written and oral knowledge of English, Albanian and Serbian languages; knowledge of any additional local language will be considered as an advantage;
- ✓ Experience and proven ability to work independently as well as part of a team with people of different ethnicities, religions and cultural backgrounds.
- ✓ Possession of a valid driving license.

AT is committed to achieving workforce diversity, and encourages qualified female and males from all national, religious, ethnic and social backgrounds to apply to become part of the organization.

Please send your CV, Motivation Letter (in English) and Recommendation letters and scanned copy of University Diploma, personal ID and driving license by applying to this job directly sending on e-mail: info@advancing-together.org.

Deadline for applications is 10th of August 2022. Only short-listed candidates will be considered for an interview.

Successful candidate will be subject to professional background, sexual exploitation and abuse verification and security cross-checks.