

JOB VACANCY

As an international cooperation enterprise for sustainable development with worldwide operations, the federally owned Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH supports the German Government in achieving its development-policy objectives. It provides viable, forward-looking solutions for political, economic, ecological and social development in a globalised world. GIZ promotes complex reforms and change processes. Its corporate objective is to improve people's living conditions on a sustainable basis. For more information see: www.giz.de

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, Entrepreneurship Promotion project is seeking to fill the position of:

Junior Advisor on Economic Cooperation and Private Sector Development

Support to the Ministry of Agriculture, Forestry and Rural Development (MAFRD) and its Agencies

The overall purpose of the post

The GIZ project "Economic Development for the Stabilization of the Labour Market (Entrepreneurship Promotion)" improves the competitiveness of micro, small and medium-sized enterprises in employment-relevant sectors. The project organizes interventions along with the needs of the private sector, business member organisations and chambers. It focuses on sectors such as agriculture and manufacturing with returnees, digitalization, and gender as cross-cutting topics. The project is organized into three outputs focusing on topics such as the introduction of services by chambers and business membership organisations (BMO), the introduction of qualification and training measures introduced by chambers and business member organisations, and capacity building for public administration.

Main tasks and responsibilities

The Junior Advisor will be responsible for:

- Ensuring effective project management cycle of the digital aspects of the activities, by developing the efficient workflow of various project processes, while tracking the projects' progress through regular monitoring, evaluation, and reporting;
- Provide technical expertise to the project team and implementing partners on the topics of economic development, agriculture, innovation and entrepreneurship to business membership organizations (BMO's), private sector, chambers and public institutions in capacity-building interventions.

Project implementation

- Support in planning and coordinating activities in advising and completion of the draft IPARD accreditation procedural package with a focus on the Agency for Agricultural Development (AAD),
- Assist in facilitating the communication process between the Ministry of Agriculture, Forestry and Rural Development (MAFRD) Operation Structure (OS) and EU IPARD service/DG AGRI (Directorate-General for Agriculture and Rural Development) during the accreditation preparation process,
- Support the design and implementation of the Action's information campaigns for potential grant applicants and other communication and visibility formats,
- Support MAFRD in improving grant criteria for rural economic development,
- Support the monitoring, reporting, and evaluation processes related to the Action's grant scheme,

- Support in regard to the organisation of practice-oriented further education and training programmes (offline and online) in cooperation with educational institutions, including internships and entrepreneurship training for start-ups and MSMEs,
- Support implementation of the project activities, including drafting terms of references (ToR), technical specifications, estimation of costs, and technical assessments of offers as needed.

Networking and coordination

- Engaging proactively and facilitating communication with and amongst relevant institutional partners as well as within GIZ,
- Perform other tasks at the request of the project leader.

Required qualifications, competencies, and experience

Qualification

- University degree in Agriculture, Agro-Economy, Economics, Education or any other related field.

Professional experience

- At least 2 years of experience in the working area or relevant.
- Experience in project management and research in an area related to the project's requirements.

Other knowledge, additional competences

- Very good knowledge of English; knowledge of German is an added value
- Highly motivated, structured, and strategic thinking, well organized and independent working style
- Proficient knowledge of Microsoft Office programs
- Knowledge about the value of the environment, ecosystem, and biodiversity
- Service-oriented attitude and interpersonal skills, including adapting communication to different recipients and networking in Kosovo and with the international community
- Able to establish good and considerate working relationships with all staff in the organization, demonstrating respect for their respective roles and responsibilities
- Willingness to upskill as required by the tasks to be performed – corresponding measures are agreed upon with management

Location: GIZ Office-Pristina

Expected start date: September/October 2023

How to apply?

Interested and, suitably qualified and experienced candidates are invited to submit their electronic application in English, in **PDF version**, to application.kosovo@giz.de

- CV (Europass template is recommended)
- Letter of motivation
- Diploma(s), references/recommendations
- Exclusively to ensure transparency and avoid any potential conflict of interest, please provide the name(s) of any individuals who are related to you or you may know that have either previously worked for or are currently employed by GIZ, to the best of your knowledge (GIZ, in this case, will act in accordance with Article 13 of the Law No. 06/L –082 on Protection of Personal Data)

- Subject of the email: **Name & Surname – Junior Advisor- Support to MAFRD**

Applications that do not meet these rules will not be considered!

Deadline for the application: **6th of September 2023**

Only short-listed candidates will be contacted and invited to the next stage of recruitment.

GIZ encourages female candidates, candidates from ethnic communities, and candidates with a disability to apply.

***Disclaimer**

Data Privacy

GIZ is committed to ensuring the security and protection of the personal information we process.

Declaration of Consent

You agree that your personal data will be used for the purpose of the recruitment process, only. The information will only be accessed by recruitment staff and panel members. You understand that your data will be held securely and will not be distributed to third parties. You have a right to change or access your information. You understand that your personal data will be deleted after six months when this information is no longer required for this purpose.