ECMI Kosovo Vacancy

Project Assistant

ECMI Kosovo is the principal non-government organisation engaged with minority issues in Kosovo, with the overarching aim to develop inclusive, representative, community-sensitive institutions that support a stable multiethnic Kosovo. ECMI Kosovo contributes to the developing, strengthening and implementation of relevant legislation, supports the institutionalisation of communities-related governmental bodies, and enhances the capacity of civil society actors and the government to engage with one another in a constructive and sustainable way.

ECMI Kosovo is looking for qualified applicants for the position of a Project Assistant.

Responsibilities:

• Provide support to the Project Manager on the organisation, supervision and implementation of project activities;
• Provide technical support to Project Manager in administrative and organisational tasks;
• Provide support to the Project Manager to complete and submit narrative reports to donors within assigned deadlines;
• Assist with organisation of meetings, trainings and conferences;
• Assisting with all administrative and logistical tasks as required
• Build positive relations with relevant international and local actors with regards to the implementation of the projects and development of new projects;
• Carry out administrative tasks as required, including administrative tasks, such as the production of reports and policy briefs, in collaboration with other staff of ECMI Kosovo;
• Represent ECMI Kosovo at thematic conferences to raise awareness of ECMI Kosovo’s work and strengthen ECMI Kosovo’s profile within Kosovo;
• Provide ongoing support to ECMI Kosovo’s operations and carry out other assignments as deemed necessary by the Project Manager and ECMI Kosovo Director.

Requirements:

• At least BA degree in a relevant area (i.e. political sciences, social sciences, law, human rights, international relations, economics). MA degree is an advantage;
• A minimum of 1-2 years of demonstrated relevant experience;
• A demonstrable relevant working experience with communities and local authorities, ideally in Kosovo;
• A demonstrable and strong affinity to human rights, especially minority rights and gender equality;
• Excellent analytical and report drafting skills;
• Excellent communication, interpersonal and organisational skills;
• High level of motivation and self-initiative, ability to work autonomously and under tight deadlines;
• Very good interpersonal skills and cross-cultural communication skills;
• Full proficiency in written and spoken English;
• Working command of Albanian and/or Serbian is an advantage.
• Good IT skills, including Microsoft Word, Outlook and Excel

Additional information:
• Expected starting date: 01 March 2020;
• Only complete applications will be considered;
• Only shortlisted candidates will be contacted.

How to apply
To apply, please send the following documents to info@ecmikosovo.org:
• Curriculum Vitae;
• Cover letter (specifying, your relevant qualifications for this specific position and your motivation to work at ECMI Kosovo);
• Contact information for 2 references;

All documents must be submitted in English. Please use “Project Assistant - Application” as the subject of your email.

Deadline of the application is 10 February 2020.