ECMI Kosovo Vacancy

Project Officer

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 Officer.

Responsibilities:

• Coordinate and assist in the implementation of one or more projects, including the timely and sound execution of project activities and achievement of project objectives;
• Provide support to the Project Manager to complete and submit narrative reports to donors within assigned deadlines;
• Propose new project ideas and, in coordination with the Project Manager/s and Executive Director, develop, design and draft project proposals, budgets and identify potential donors;
• Build positive relations with relevant international and local actors with regards to the implementation of the projects and development of new projects;
• Maintain awareness of related projects and initiatives within Kosovo;
• 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;
• Carry out research for ECMI publications (analysis on minority issues within Kosovo and policy analysis within and outside 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 3 years of demonstrated relevant experience;
• Preferably a legal background and good knowledge of Kosovo legal and institutional system;
• 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;
• A demonstrable affinity with issues such as as decentralisation, local governance, local economic development, community outreach, confidence-building and community stabilisation, is desirable;
• Excellent analytical and report drafting skills;
• Excellent verbal and written communications skills, and experience working with a variety of stakeholders in Kosovo, including senior government officials, policy-makers, civil society actors, and private sector representatives;
• Demonstrated strong organisational and monitoring skills, as well as ability to coordinate small and dynamic teams, and work independently, with limited supervision;
• Very good interpersonal skills and cross-cultural communication skills;
• Proven ability to build relations with project and NGO partners;
• Full proficiency in written and spoken English;
• Working command of Albanian and/or Serbian is an advantage.

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;
• A written sample (up to 1,000 words, on a relevant topic).

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

Deadline of the application is 10 February 2020.