



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 multi-ethnic 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 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 June 2017**;
- 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 e-mail.

Deadline of the application is **12 May 2017**.