

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**.