

Vacancy – Senior Analyst/ Senior Researcher

Title: SENIOR ANALYST/ SENIOR RESEARCHER

Status: Full time

Location: Prishtina – Kosovo

Reporting to: Executive Director

POSITION SUMMARY:

Based in Pristina, the Senior Analyst/Senior Researcher will conduct research and write reports on political, governance, security, social, and regional issues. He/She will be involved in all phases of project management, including project development, implementation and evaluation.

RESPONSIBILITIES:

Under the supervision of the Executive Director, he/she:

- contributes to/is in charge of project development, implementation, and evaluation on assigned projects;
- supports the Executive Director and other Balkans Group staff with fundraising efforts and assists on n
- conducts extensive field research into issues in Kosovo, and in the region as required;
- prepares detailed reports, briefing papers and derivative products (op-eds etc.) presenting research findings and policy recommendations in a clear and concise fashion;
- proposes policy initiatives for Balkans Group reporting agenda;
- advocates, locally, nationally and internationally, where appropriate, and represents Balkans Group externally.

REQUIREMENTS:

- A Master's degree in international relations, political science, public policy/administration, sociology, management or other related fields;
- Five years of professional experience working in government, academia, think-tanks, international organizations, NGOs or journalism in Kosovo and/or the region;
- Proven experience in project proposal drafting and project evaluation/reporting;
- Excellent analytical and writing skills, ability to formulate well-targeted policy recommendations;
- Strong research skills and ability to propose policy interventions;
- Extensive knowledge of key issues in Kosovo, the region, and related international and EU issues;
- Expertise covering governance, community and institution-building issues;
- Ability to build strong relationships with partners, officials, media, and civil society;

- Fluency in English, knowledge of other regional languages is considered an advantage;
- A strong capacity for effective teamwork, high degree of flexibility, willingness to work long hours and under pressure of deadlines;
- Ability to work in a fast-paced and challenging environment.

HOW TO APPLY:

Interested candidates should send a cover letter (in English), CV, three writing samples (in English), and contact details of three references. Successful candidates will be invited for an interview.

Applications with 'SENIOR ANALYST/ SENIOR RESEARCHER' in the email subject shall be emailed to: office@balkansgroup.org