

Vacancy – Senior Analyst / Senior Researcher

Title: SENIOR ANALYST / SENIOR RESEARCHER

Status: Full time

Location: Prishtina – Kosovo

Reporting to: Executive Director

POSITION SUMMARY:

Based in Prishtina, the Senior Analyst/Senior Researcher will conduct research and write reports on political, governance, security, social, and regional issues. She/he will be conducting independent research, draft reports, supervise researchers, edit articles and reports.

RESPONSIBILITIES:

Under the supervision of the Executive Director or other Senior Team, he/she:

- plans and develop research agenda; outline and activities;
- conducts research, interviews, draft high quality reports; Balkans Group research and writing style are of very high quality;
- prepares briefing papers and derivative products (op-eds etc.) presenting research findings and policy recommendations in a clear and concise manner;
- proposes policy initiatives for Balkans Group reporting agenda;

REQUIREMENTS:

- An advanced degree in international relations, political science, public policy/administration, sociology, management or other related fields;
- At least 5 years' relevant professional experience working in government, academia, think-tanks, international organizations, NGOs or journalism in Kosovo and/or the region;

- Strong research skills and ability to propose policy interventions;
- Excellent analytical and writing skills, ability to formulate well-targeted policy recommendations;
- Extensive knowledge of key issues in Kosovo, the region, and related international and EU 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 must be received no later than COB November 17, 2017.

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