

## **Vacancy – Project Manager / Project Coordinator**

**Title:** SENIOR PROJECT MANAGER / PROJECT COORDINATOR

**Status:** Full time

**Location:** Prishtina – Kosovo

**Reporting to:** Executive Director

### **POSITION SUMMARY:**

Based in Prishtina, the Senior Project Manager/Project Coordinator will administer and ensure the effective and flexible coordination and implementation of projects.

### **RESPONSIBILITIES:**

- 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 other organizational matters.
- Prepares narrative, regular reports; report to the donors;
- Proposes and develops new project initiatives within the scope and strategy of the Balkans Policy Research Group.

### **REQUIREMENTS:**

- An advanced degree in project developments, economics, management, public policy/administration or other related fields;
- At least 5 years' relevant professional experience and detailed working knowledge in one or more areas of the Balkans Group;
- Strong managerial capabilities and a demonstrated record of successful management of multi-disciplinary tasks.

- Proven experience in project developments, writing project proposals, project evaluation/reporting and ensure the effective and flexible coordination and implementation of the projects;
- Excellent analytical and writing skills, ability to formulate well-targeted project ideas and activities;
- 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. Deal and work with multi tasks and agendas.

### **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 PROJECT MANAGER / PROJECT COORDINATOR' in the email subject shall be emailed to: [office@balkansgroup.org](mailto:office@balkansgroup.org)