

Job Vacancy

Title: PROJECT COORDINATOR

Status: Full time

Location: Prishtina, Kosovo

Reporting to: Executive Director

POSITION SUMMARY:

The Project Coordinator will administer and ensure the effective and flexible coordination and implementation of projects within the BPRG.

RESPONSIBILITIES:

- Ensure timely and duly coordination of the projects and implementation of all project activities in accordance with project implementation plan, BPRG objectives, and donor coordination;
- Support day-to-day supervision of project implementation and overall coordination of project outcomes;
- Prepares accurate activity and project reports and ensures timely submission to the supervisors and donors;
- Collect data and conduct monitoring and evaluation activities to ensure outcomes are being met;
- Identify any support and advice required for the management, planning, and control of the project;
- Monitor project budget funds to ensure proper financial planning and liaise with Financial Officer and Executive Director on budgetary changes if required;
- Guide and orient efforts and contributions of project officers, admin staff, and interns to ensure;
- Assist in the development of the gender mainstreaming strategy and ensure the mainstreaming of gender into all project activities;
- Ensure maintenance of proper electronic and paper filing systems;
- Propose and develop new project initiatives within the scope and strategy of the Balkans Policy Research Group;
- Supports the Executive Director and other Balkans Group staff with fundraising efforts and assists on other organizational matters.

REQUIREMENTS:

- Advanced university degree in international development, social sciences, public administration or other relevant 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, a 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 September 17, 2018.

Applications with 'PROJECT COORDINATOR' in the email subject shall be emailed to office@balkansgroup.org