

Vacancy Announcement

Title: PROJECT OFFICER

Status: Full time

Location: Prishtina, Kosovo

Reporting to: Project Manager and Executive Director

The Balkan Policy Research Group is seeking applications from qualified candidates for the position of **Project Officer** under the **Promoting and Communicating Benefits of the Kosovo-Serbia EU Facilitated Dialogue Project**, funded by the EU to promote and communicate the benefits of the EU facilitated technical dialogue on the normalisation of relations between Kosovo and Serbia to the wider public.

POSITION SUMMARY:

Under the overall supervision of BPRG Executive Director and in close cooperation with the Project Manager, the Project Officer is responsible to support the implementation of the activities, including all administrative matters.

RESPONSIBILITIES:

- Support timely and duly coordination of the project and implementation of assigned activities in the project implementation plan, in accordance with BPRG objectives and donor contract;
- Support the day-to-day implementation of all project activities;
- Facilitate coordination with other partner organisations;
- Perform all the administrative matters related to the project;
- Collect and record data to ensure the project objectives are being met;
- Take detailed meeting notes and share with the project team;
- Identify any support and advice required for the management, planning and control of the project;
- Support efforts and contributions of all the project staff to ensure swift implementation of activities;
- Ensure maintenance of proper electronic and paper filing systems;
- Fulfil any other project related duties as assigned by the supervisors.

REQUIREMENTS:

- Bachelor degree in international development, social sciences, public administration or other relevant fields;
- At least 2 years of relevant professional experience and working knowledge of the issues relevant to project area;
- Strong organisational capabilities and a demonstrated record of successful management of multi-disciplinary tasks;
- Proven ability to draft, edit and produce written proposals and results-focused reports;
- Fluency in English, knowledge of other regional languages is considered an advantage;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.)
- 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) and CV containing contact details of three references. Successful candidates will be invited for an interview. Applications must be received no later than **October 05, 2018**.

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