

Vacancy Announcement

Title: SENIOR PROJECT MANAGER (Development & Project Coordination)

Status: Full time

Location: Prishtina, Kosovo

Reporting to: Executive Director

POSITION SUMMARY:

Under the overall supervision of BPRG Executive Director and in close cooperation with the Senior Management Team, the Senior Project Development Manager is responsible to support the programmatic development of the organisation and coordinate the fundraising efforts.

RESPONSIBILITIES:

- Support the development of programme proposals in coordination with teams and in response to funding opportunities;
- Identify funding opportunities;
- Facilitate and coordinate the internal funding process, including support with writing applications, producing budgets and supporting the production of log frames;
- Support the Senior Management Team in engaging with funders;
- Support in managing donor relationships and grant requirements;
- Support programme colleagues in the production of programme and fundraising strategies and;
- Contribute to the implementation of the BPRG's fundraising strategy.

REQUIREMENTS:

- Master Degree in one of the following fields: international relations, social sciences, development studies and interdisciplinary studies, or other related studies;
- Excellent knowledge of political and social context in Kosovo and in the region;
- Programme development experience;
- A proven track record of developing successful programme proposals;
- Knowledge of international funding trends and key donor priorities and strategies in BPRG's fields;
- Excellent writing skills;

- Ability to plan and work within agreed timeframes;
- Ability to demonstrate initiative and work well under pressure;
- Ability to understand and generate budgets;
- Experience of grant management, including producing reports;
- Excellent communication and interpersonal skills and ability;
- Ability to work in a fast-paced and challenging environment. Deal and work with multi-tasks and agendas;
- Excellent spoken and written English Albanian and Serbian desirable.

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 “SENIOR PROJECT DEVELOPMENT MANAGER” in the email subject shall be emailed to office@balkansgroup.org