

Job vacancy

Our client and partner is an international non-governmental aid agency which is committed to a more just society, promotes decent work, labour rights, social dialogue and employability. It develops innovative strategies to alleviate poverty and working conditions of youth, women, farmers and workers in the formal and informal economy. The main activities of our client are advisory services, business plan and project management trainings, conflict resolution as well as monitoring of the labour and trade union development in Kosovo and the region.

We require from the 1st of April 2010 or later a:

Project manager, advisor, analyst (50-100%)

Working place: Peja and Prizren

Duration: 1-year contract, with possibility of extension

Main tasks (depending on your skills):

- Providing business plan and project management trainings
- Monitoring and scientific analysis of the developments in the field of labor and unions as well as the overall socio-economical and political developments
- Preparing and moderating workshops and conferences
- Developing new projects on the topics 'youth and employment' and 'social dialogue
- Project Cycle Management

Profile:

- University degree as jurist, economist, political scientists or sociologist, with proven interests in the other subjects
- Experience in project management and organizational development desired
- Knowledge and experience in the field of labour rights and employability-enhancing programs
- Strong leadership and entrepreneurial skills, good team worker and networker, comfortable with independent working
- Strong analytical, multitasking and reporting skills, communication skills (advisory), mindful listener
- Excellent oral/ written command of English and Albanian, good knowledge of Serbian/ Bosnian/German is an asset
- Very good computer skills
- Driver licence would be an asset
- Age: 25-35; women, members of all ethnic groups, disabled people as well as young graduates are particularly emboldened to apply
- Job-sharing/ joint application: are possible and encouraged

Applications in English (includes letter of application with salary expectation, three references, certificates and Europass CV: <http://europass.cedefop.europa.eu/europass/home/home/Download/EuropassCV/CVTemplate.csp>) should be sent by the **4th of March 2010** at the latest in electronic form as PDF-files to Syri i Vizionit: vizioni@gmail.com

Job interviews (if selected): in week 11