



JOB VACANCY

11.03.2020

Project Scope:

The human rights aim to create and sustain critical mass and educational approach proposed for each of the target audiences of primary interest to HUMAN RIGHTIVISM project over the 4 Years period in amount of 5 Mil EUR, this project represents a unique and genuine attempt from the target group citizens to shift from passivism into activism, from us and them, into simple unified common group of interests, from individual prism into group prism. The project seeks to bring together highly crucial CSO partners all over three components, to further evolve the Human Rights areas that have been lacking capacities or neglected by relevant stakeholders, and that are natural, genuine, and common group interest based. Additionally, the program seeks to motivate individuals and communities and restore optimism, as well as build confidence through active engagement of all the good-willing, to ensure that change occurs. Robust participatory and transparent decision-making practices, and particularly the demand-driven approach enshrined throughout Human Rightivism supported activities.

In accordance with the CDF OM Guidelines, CDF now invites all qualified candidates to apply for the position opening.

Job Position: Senior Components and Outreach Officer

Scope of Works:

Senior Component Specialist is responsible to coordinate the programmatic activities within the Human-Rightivism Project and is the coordinator person for all programmatic issues. She/He will provide technical guidance over programmatic activities ensuring compliance with the project standardized reporting format. She/he will also ensure smooth coordination of activities within the set timeline, ensures close cross coordination toward Implementing Partners ensuring to capture field results and successes, additionally will provide the required support to M&E data and reporting accordingly. She/He will be responsible to create and deliver information both inside and outside Human Rightivism Project.

Specific Duties and Responsibilities:

- Coordinate the implementation of program activities;
- Provide technical support to strengthen the activities of the project
- Directly responsible for technical implementation of the project activities
- Provide assistance and support over technical and managerial leadership of all project, administrative, financial and logistical aspects of the project;
- Provides support to ensure project achieves objectives on time and within budget;
- Provide required support at the Implementing Partner(s) level by helping and assistance at required implementation of certain activities;
- Support on Maintaining a working knowledge of project budgets and expenditure.
- Direct task lead implementer over the foreseen CDF activities within the project scope.
- Provides support on ensuring that all Components are meeting the expected results.
- Assists in planning and organizing a project related public events, such as scouting out event sites (as needed) in advance, participating in rehearsal visits.
- Plan events, seminars and press conferences.
- Manage the social media pages and web page content.

Expected Results:

- Successful coordination of the foreseen activities across all components
- Ensure the accurate reporting and data gathering from all Implementing Partners.
- Meeting the programmatic project goals and objectives
- Ensure implementation of project activities within the set timeframe and budget constraints.

Mandatory Required Qualifications:

Education:	University degree in economics, finance, business administration and/or Management or related field.
Working experience:	5+ years in senior positions for international and local development organizations, preferably in International Donor funded projects/programs; over 5 years of professional experience in the field of project/program management for international and local development organizations.
Knowledge:	<p>General understanding of cross-sectoral linkages that enable synergy for development efforts between local stakeholders, communities and central-level decision-making.</p> <p>Ability to facilitate high-profile meetings and events and liaise with local and central government leadership.</p> <p>Knowledge/Experience with International Donor planning and management framework and international monitoring and reporting standards.</p> <p>Knowledge of Kosovo institutional framework, political and social situation, and civil society sector.</p>
Languages:	Fluency in English and Albanian, and good knowledge of Serbian language is desirable.
Other skills:	Good knowledge of computer specially Microsoft office programs, Strong spreadsheet and advanced Excel; Strong communication skills.
Reporting:	This position will report directly to Project Manager.
Duration:	The assignment will be for the period of over 40 months, including the three (3) months' probation period. This is a full-time appointment for which the Senior Components and Outreach Officer is required to work a minimum of forty hours a week under a work schedule determined by the CDF Executive Director.

Only prequalified candidates will be invited for interview. CV and three verifiable references must be submitted no later than March 26, 2020 at 16:00 pm, through email address at: feride@kcdf.org and njomza@kcdf.org