



## COMMUNITY DEVELOPMENT FUND

*A new synergy for development...*

### INVITATION FOR EXPRESSION OF INTEREST

December 17, 2018

The Community Development Fund a local NGO operating since 1999 in Kosovo has applied for funding to implement a tourism cross-border project for the Kosovo- Macedonia Programme and is looking to recruit a **Project Manager** who will lead the project implementation. The recruitment of the successful Project Manager is subject to project funding.

The Project Manager will be based in Prizren/Prizreni with a duty-travel to project areas in Dragash/Dragas Municipality including travel to the cross-border areas with Macedonia.

#### Key responsibilities:

- Responsible for project implementation, staff management, oversight, project monitoring & evaluation and donor reporting;
- Plan the project activities and create a project work-plan for a timely project implementation;
- In co-operation with other relevant staff develops project communication and visibility plan as well as the procurement plan for the project;
- Support implementation of specific field activities (trails development and small scale infrastructure improvement;
- Organizes project training & workshops, support mapping of tourism assets in the region, development of marketing and promotion materials for the project including hike & guidebooks, maps, info board and webpage etc.);
- Manage the work of local contractors for successful implementation of project activities;
- Liaise and coordinate project activities with project partners and other relevant stakeholders;
- Ensure proper communication with appropriate staff in CDF and other partners on the project progress;
- Monitor the progress of the project to ensure the successful completion of the project;
- Any other project tasks as assigned by the CDF Executive Director.

**Education:** University degree preferably on tourism or on economics;

#### Required qualifications

- Three 3 years of management experience in projects funded by EU;
- Knowledge of tourism sector and tourism development projects;
- Good knowledge of PRAG and other EU administrative and reporting procedures;
- Ability to work independently and under pressure;
- Excellent communication skills;
- Good knowledge of computer programs especially Microsoft Office programs (strong spreadsheet and advanced Excel)
- Excellent oral and written skills in English;

CV and three verifiable references must be submitted no later than **January 17, 2019 at 16:00 pm**, through email address at: [feride@kcdf.org](mailto:feride@kcdf.org) and [njomza@kcdf.org](mailto:njomza@kcdf.org) , or at this address: Community Development Fund, Seidi Kryeziu, no 32 Payton Place, Prishtinë. Only prequalified candidates will be invited for interview.

*CDF is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.*