



08 April 2021

Community Development Fund as the Principal Recipient of Global Fund grants for implementation of TB and HIV Programs in Kosovo launches:

**Job Vacancy for the Position
TB PROGRAMME ASSISTANT
(QNA-T-CDF 1783)**

Full time position (40 hours/week).

Planned length of the Contract: 1st of May 2021 to 31st of December 2021

Duties and Responsibilities:

- Assists Program Manager (PM) and TB Program staff to sustain implementation of program activities in accordance with the program plans, as set in the grant agreement and its annexes;
- Provide secretarial support to meetings organized by Program Manager and Program staff;
- Assist the Program Manager and TB Program Officers in office, training and field monitoring activities;
- Assist Program staff in organizing on-line training sessions by communicating and coordinating with training facilitators and participants;
- Administrates office affairs, including paperwork, control systems, filing, storage and retrieval of information (paper -based and electronic) for PM;
- Assist Program Manager (PM) in writing and photocopying of documents; prioritize letters and phone calls; drafts meeting agendas, takes minutes and distributes them; translate when needed; inform PM with eventual urgent requests;
- Coordinates and supports organization of workshops, training events and meetings;
- Assists M&E officer in review of SR periodic reports, verify supporting documents and assess the target achievement based on indicators set in the modular template;
- Assist the M&E Officer in development and maintenance of database system; process the data and check reliability of the produced reports for monitoring and evaluation purposes;
- Assist the Procurement and Logistic officer in procurement affairs and maintaining Inventory List of office assets;
- Assist in coordination of visits and public relations within PMU, coordination of visits of GF, LFA, consultants and other program guests in Kosovo
- Support admin –finance staff during auditing processes and LFA processes;
- Maintains social media for the program in close coordination with CDF and Program management;

- Undertake any other duties as assigned by the PM;
- Program Assistant is directly responsible to the Program Manager;

Required Qualifications and Skills:

- University degree in medical or social sciences, or related fields, required;
- At least 2 years of work experience in assisting program related fields, required;
- Basic knowledge of M&E concepts and administrative work
- Excellent computer skills in MS Office;
- Excellent use of on line communication platforms; use of statistical and epidemiology programs / software is an advantage;

CV with three (3) verifiable references and scanned copy of University Diploma must be submitted to CDF, via e-mail to procurement.hiv.tb@kcdf.org no latter that 16.04.2021 at 16:00. Terms of References for this position can also be obtained from the CDF webpage: www.kcdf.org

Only shortlisted candidates will be invited for an interview.