



**01 July 2021**

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

**Advertisement**  
**Job Vacancy for the Position**  
**HIV PROGRAMME ASSISTANT**  
**(QNA-H-CDF 1643)**

**Full time position** (40 hours/week).

**Planned length of the Contract:** 1<sup>st</sup> of August 2021 to 31<sup>st</sup> of December 2021

**Duties and Responsibilities:**

- Assists Program Manager (PM) and HIV 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 HIV Program Officers in office, training and field monitoring activities;
- Assist Program staff in organizing on-line meetings and/or training sessions by communicating and coordinating with 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 and HIV Program Officers 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 maintenance of integrated database; 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](mailto:procurement.hiv.tb@kcdf.org) no latter that 15.07.2021 at 16:00. Terms of References for this position can also be obtained from the CDF webpage: [www.kcdf.org](http://www.kcdf.org)

Only shortlisted candidates will be invited for an interview.