



24 June 2022

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**

**TB/HIV PROGRAMME AND LOGISTICS ASSISTANT
(QNA-C-CDF)**

Full time position: 40 hours/week

Planned length of the Contract: 1st of August 2022 to 31st of December 2024

Reports to: CDF TB and HIV Program Managers

Duties and Responsibilities:

- Assists HIV and TB Program Managers and Program staff to sustain implementation of program activities in accordance with the program plans, as set in the grant agreement and its annexes;
- Provides secretarial support to HIV and TB meetings and events;
- Assists Program Managers in office, training and field monitoring activities;
- Assists Program in organizing on-line meetings and/or training sessions by communicating and coordinating with facilitators and participants, including drafting of meeting agendas, invitations, participant lists, takes minutes and distributes them to relevant parties;
- Administers office affairs, including paperwork, control systems, filing, storage and retrieval of information (paper-based and electronic) for Program Managers and Program staff;
- Provide organizational and logistical support for workshops and other meetings as tasked by the Program Managers;
- Assist the Procurement Officer in procurement affairs when required, including supply chain management;
- Maintains Inventory List of program assets and manages all handover procedures of program assets, including health products and equipment;
- Assist in coordination of visits of Global Fund (GF) Country Team (CT), Local Fund Agent (LFA), consultants and other program guests in Kosovo;
- Coordinates and arranges official travel of program staff and program partners for official trips on designated destinations and vice versa;
- Supervises and reports on the issues that have to deal with GF Program vehicles;
- Maintains records, follow up and reports to Program Managers on all expenditures related to GF program vehicles;
- Responsible for registration and servicing of programs vehicles;
- Coordinates with Principal Recipient (PR) and other implementing partners to ensure functionality of GF Program Vehicles;
- Provides driving services for programs activities when required;
- Responsible for regular supply with office stationaries and other office supplies;
- Undertakes any other duties as assigned by the Program Managers;

- Program Assistant is directly responsible to the Program Manager;

Corporate Competencies:

- Demonstrates integrity by modelling values and ethical standards;
- Promotes the vision, mission, and strategic goals of CDF;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism.

Functional Competencies:

- Fully proficient computer skills and use of relevant software and other applications, e.g. word processing, excel spreadsheets, internet, power point and experience in handling of web-based management systems;
- Ability and sensitivity to work with a wide cross-section of partners, including Government, I/NGOs and private sector;
- Ability to form and maintain relationships through team work and needed networking;
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback;
- A self-starter and able to inspire and influence action;
- Seeks and applies knowledge, information and best practices inside and outside CDF
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates openness to change and ability to manage complexities;
- Excellent interpersonal skills, proven networking, team building, organizational and communication skills.
- Demonstrated capacity to undertake assigned responsibilities and work under pressure;
- An excellent team player.

Required Qualifications and Experience:**Education:**

University degree, preferably in administration, social sciences, international relations, law or any related area will be considered as an advantage.

Experience:

- A minimum of 3 years of relevant, practical working experience with international related projects, preferably with hands-on experience in projects implementation;
- Experience working with government and non-governmental counterparts;
- Experience in the usage of computers and office software packages (MS Word, Excel, Power Point, etc.).
- Valid Driving License and driving experience

Language requirements:

Proficiency in Albanian;
Working knowledge, written and spoken in English.

CV with three (3) verifiable references and scanned copy of University Diploma to be submitted to CDF, via e-mail to procurement.hiv.tb@kcdf.org no later than 08 July 2022 at 16:00h. 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.