

Job Vacancy

Job Position:	Administrative Officer
Project:	USAID/ Kosovo Inclusive Economic Engagement Activity (IEEA)
Salary Range:	Competitive
Position Information:	Full time
Period:	Start 15 of Dec, 2022

Project Summary:

The overall goal of this activity is to empower women and minorities through increasing economic opportunities throughout Kosovo. This activity will help revive micro-enterprises and small businesses owned by women and minorities operating in the COVID-19 pandemic environment through the following: enhancing and creating efficiencies in their businesses, enabling partnerships with local organizations and the private sector, and providing funding through grants.

Inclusive Economic Engagement aim is to advance these women and minority owned businesses by:

Working with women and minority communities to help them be more resilient and less prone to negative external influences through technical assistance to promote efficiencies, grants/funding, and network development.

Supporting women and minority owned businesses to become an important contributor to the economic development and overall society.

Supporting minority businesses in Kosovo to become more competitive in serving domestic and regional market needs as a way to foster inter-ethnic collaboration between Kosovo Serbs and Kosovo Albanians.

Facilitating private sector led solutions and dialogue with supply chain stakeholders to integrate small businesses into the value chain.

This purpose will be achieved through three mutually supportive objectives:

Objective 1: Women-owned and minority owned businesses become more resilient through tailored technical assistance and grants.

Objective 2: Women-owned and minority owned businesses integrate into Kosovo and regional markets through market linkages.

Objective 3: Sustainable business partnerships among women owned businesses and minority owned businesses and associations and other networks established.

Scope of Works: Job vacancy Administrative Officer

The Administrative Officer will act as the point of contact for all employees, providing administrative support and managing their queries. Main duties include managing office supplies stock, preparing regular reports (e.g. expenses and office budgets) and organizing organization records/files.

Main Duties and Responsibilities:

- Manage office supplies stock and place orders
- Prepare regular reports on expenses and office finances.
- Maintain and update organization databases
- Organize a filing system for important and confidential organizational documents
- Answer queries by employees and partners
- Maintain a company calendar and schedule appointments
- Book meeting rooms as required
- Distribute and store correspondence (e.g. letters, emails and packages)
- Prepare reports and presentations with statistical data, as assigned
- Arrange travel and accommodations
- Coordinating schedules for the in-house and external events. Aarranging meetings, distributing memos and reports and ensuring that everyone is kept updated about necessary news and information
- Operating copy equipment, printers or other necessary equipment

Mandatory Required Qualifications:

Working experience:	3+ years proven work experience as an Administrative Officer, Administrator or similar role
Knowledge:	Solid knowledge of office procedures, Excellent written and verbal communication skills - Fluency in English and Albanian, Serbian at communication level;
Languages:	Fluency in English and Albanian, Serbian at communication level;
Other skills:	Good knowledge of computer specially Microsoft office programs, Strong spreadsheet and advanced Excel; Driving licence, Strong conceptual and communications skills in verbal presentations and writing, in both local language and English; Ability to work in team.
Reporting:	The Administration Officer shall report directly Deputy Chief of Party (DCOP) and Operations Manager.
Duration:	The assignment will be for the period of five years, including the three (3) months' probation period. This is a full-time appointment for which the Administrative Officer is required to work a minimum of forty hours a week under a work schedule determined by the DCOP and Operations Manager.

Only prequalified candidates will be invited for interview. CV and three verifiable references must be submitted no later than 02 December 2022, at 16:00 pm, through email address at hr@kcdf.org.