



Vacancy Notice for the Project Manager – TIME TRAVEL

The Community Development Fund (CDF) is seeking a Project Manager with the following details and information.

Project Name: The Cultural Renaissance from Skadar Lake to Kosovo -TIME TRAVEL
Position: Project Manager (100%)
Location: Office in Peje /Pec
Application deadline: 30 January, 2023
Commencement date: 01 March 2023
Duration of contract: 24 months (subject to a 3-month successful probation period)

Project Background

The Community Development Fund (CDF) was awarded a grant contract by the Government of Montenegro, Ministry of Finance and Social Welfare, Directorate for the Finance and Contracting of the EU Assistance Funds (CFCU) within the Cross-Border Cooperation Programme Montenegro Kosovo 2014-2020 under the Instrument of Pre-Accession Assistance (IPA II) funded by the Delegation of the European Union to Montenegro.

The project the Cultural Renaissance from Skadar Lake to Kosovo -TIME TRAVEL under the thematic priority number 3 of the programme Encouraging tourism and cultural and natural heritage will focus on tourism development through promotion of the cultural and natural heritage that will contribute directly to Improve the volume, quality and visibility of tourism related to valorisation of cultural and natural heritage and values. To achieve this objective, the project will implement a wide range of activities from surveys to improvement and conservation of the sites with a cultural and natural value that will be open to public and visitors in order to increase the attractiveness of the tourism offer primarily in the Municipality of Klina and along the cross-border area between Kosovo and Montenegro.

Tasks and Responsibilities;

- Responsible for the overall project implementation specifically coordinating outputs and activities outlined in the project document;
- Plan, coordinate, support and monitor progress on the implementation of the project activities for successful project completion;
- Prepare project communication and visibility materials, assures good public relations with media and ensure proper communication within CDF and with other relevant duty bearers and stakeholders;
- Oversee the project budget to ensure that budget expenditure projections are planned properly, met, and procurement of goods and services are in line with EU procurement rules and regulations;
- Ensure compliance with the CDF project management requirements and project/donor reporting as per the project requirements;
- Support preparation of the procurement plans, purchase of goods/services for the project including provision of inputs for the preparation of the terms of references and other technical specification for procurement;

- Manage and monitor the work of the selected service providers and contractors for the successful completion of the project activities;
- Develop and manage relationships with project stakeholders including partners, donors, NGOs, government agencies, and others as required;
- Any other project tasks as assigned by the CDF Executive Director.

Qualifications;

- University degree in the relevant field or equivalent; Master degree in the relevant field is an advantage.
- At least 3 to 5 years of experiences in the NGO sector; in the administration, operations or development programme and/or project management;
- Experience in a relevant programme area will be an advantage; i.e. working in the area of tourism development projects with focus on cultural heritage is an advantage;
- Excellent knowledge of English both written and spoken, knowledge of the Montenegrin language is an advantage;
- Teamwork and good communication skills;
- Flexibility to travel and working hours;
- A valid driving license (B);

How to Apply:

CV and three verifiable references must be submitted no later than 30 January 2023, at 16:00 pm, through email address at hr@kcdf.org. Only prequalified candidates will be invited for interview.

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