



Job Vacancy

Job Title	Project Manager
Location	Mitrovica
Organization	COD Kosovo , Čika Ljubina, Mitrovica
Email	hr@codkosovo.org
Closing Date of application	15-04-2018
Duration	12 months, renewable
Number of Posts	1
Position is open for internal and external candidates	

[COD Kosovo](#) is currently seeking Program Manager to join our team in Mitrovica.

[COD Kosovo](#) is a local, non-for-profit organization that implements its programs in Kosovo, with focus on minority areas. [COD Kosovo](#) is working on the issues related to promotion of the rights of persons with disabilities and other vulnerable groups since 2012. [COD Kosovo](#) works with people with disabilities, disabled people organizations (DPOs), people living or affected by HIV (PLHIV), local and international NGOs, service providers for persons with disabilities, local and national authorities. For more information please refer to our webpage www.codkosovo.org

Task and responsibilities:

We are seeking dynamic employees with experience in management of different projects in the field of human rights, disability, advocacy, social services and socio-economic development.

Program Manager works with the team under direct supervision from the office in Mitrovica to support the [COD Kosovo](#) programs in the field of disability and human rights. Under the direct supervision of the Director, and in close co-ordination with other [COD Kosovo](#) employees, Program Manager will be responsible for all phases of assigned project development and implementation. It is expected that Program Manager can respond to fast-paced and unpredictable demands. More specifically, he/she will perform the following duties:

- Executes tasks mainly independently with minimal level of supervision;
- Program Manager is responsible for the overall management of the [COD Kosovo](#) programs in accordance with established policies and procedures, under supervision of the Director;
- Ensure proper implementation and monitoring of different projects of [COD Kosovo](#);
- Support to the fundraising, drafting project ideas, CN, project proposals
- Revision of monthly reports of [COD Kosovo](#) employees and preparation of the organization monthly reports
- Preparing of donors and sponsors reports and ensuring their timely submission to Director and to the Donors.
- Organizing in-house and external trainings for [COD Kosovo](#) staff and partners based on the needs of the organization and projects implemented

- Supervises and coaches junior staff and new staff members;
- Contributes in the design and implementation and follow-up of a projects in close collaboration with other members of **COD Kosovo** team and Director;
- Maintains contacts with external interlocutors such as authorities at local and central levels, other CSOs, academics, service providers, etc.;
- Ensure implementation of the COD Kosovo Strategy through all its activities and projects;
- Contribute to the setting up of the researches, and contribution to the **COD Kosovo** Human Rights Monitoring Reports, Policy Papers, and write contributions for the **COD Kosovo** web page;
- Draft TORs and Job Descriptions for new positions with support of the Admin/Finance Officer and Director;
- Implement regular appraisal of the staff;
- Other duties as per need of the organization.

Minimum required knowledge & experience:

- Master's Degree in Management, Social Work, Economy or related fields, or BA Degree with minimum 5 years' experience.
- Fluent in written and spoken Serbian and English. Knowledge of Albanian will be an asset;
- Very good knowledge of computers and work in MS Office programs, including Word, Excel and Power Point;
- Proven management and projects implementation skills;
- Good knowledge and experience in working with the major donors such as EU, USAID, UKAID, different Embassies, including contracting and procurement requirements;
- Knowledge on the laws, regulations, policies, rules and requirements in place in Kosovo;
- Kosovo legislative process and public accountability systems
- Strategic planning, budget management, human resources management and project management
- Principles of leadership and how to effectively interact with various leadership styles
- Managing multiple and competing priorities, identifying problems, evaluating alternatives, and implementing solutions
- Effective leadership, management, and administration, working collaboratively and cooperatively with diverse groups A
- Ability to: Think creatively and support creative thinking in others, understand, interpret and apply rules, regulations, policies and procedures, establish goals and objectives, plan, assign, and evaluate work of others
- Interpret data and develop effective operating procedures, organize and present information effectively both orally and written
- Good knowledge of political, social and cultural assigned environment;
- Previous knowledge and experience in human rights, work with youth, disabled, women, elderly and/or people living or affected by HIV/AIDS
- Demonstrated disability and gender awareness and sensitivity, and ability to integrate a gender perspective into tasks and activities;



Working to address Social Development from Human Rights Perspective
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- Ability to establish and maintain effective working relations with people of different cultural and religious backgrounds, different gender, sexual orientations, and diverse political views, while remaining impartial and objective.

How to Apply

If you wish to apply for this position, please send as your CV/Resume and one-page Cover letter along with contacts of 3 reference persons by email to hr@codkosovo.org

No phone inquiries and no other clarification will be provided on the post.

COD Kosovo retains the discretion to re-advertise the vacancy, to cancel the recruitment, to offer an appointment with a modified job description or for a different duration.

COD Kosovo is an *Equal Opportunity Employer* and encourages applications from qualified individuals regardless of religion, national origin, race, age, sexual orientation or disability.

Only shortlisted candidates will be contacted.