



## Job Vacancy

Job Title	<b>Social Services Project Officer</b>
Location	<b>Mitrovica</b>
Organization	<b>COD Kosovo, Čika Ljubina, Mitrovica</b>
Email	<a href="mailto:hr@codkosovo.org">hr@codkosovo.org</a>
Closing Date of application	<b>15-04-2018</b>
Duration	<b>12 months, renewable</b>
Number of Posts	<b>1</b>
<b>Position is open for internal and external candidates</b>	

**COD Kosovo** is currently seeking Project Officer 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](http://www.codkosovo.org)

### Task and responsibilities:

We are seeking dynamic employees with experience in social services for vulnerable groups with special focus on persons with disabilities and their families. Project Officer works with the team under direct supervision of Program Manager from the office in Mitrovica to support the **COD Kosovo** programs in the field of disability and social services. Under the direct supervision of the Program Manager, and in close co-ordination with other **COD Kosovo** employees, the Project Officer will be responsible for all phases of assigned project development and implementation. It is expected that Project Officer 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;
- 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 the **COD Kosovo** management;
- Maintains contacts with external interlocutors such as authorities at local and central levels, other CSOs, academics, service providers, etc.;
- Makes regular written reporting on the activities including contribution to the donor reports;
- Translates non-institutional documents from English to Serbian when needed;
- Assists/participates with the **COD Kosovo** management in preparing strategic decisions;
- Performs various data processing independently;
- Ensure proper data collection and data protection by implementing COD Kosovo policies in this field;



- Conduct researches, and contribution to the **COD Kosovo** Human Rights Monitoring Reports, Policy Papers in the field of social services, and write contributions for the **COD Kosovo** web page as per needs.
- Other duties as per need of the organization

#### Minimum required knowledge & experience:

- High Education (University or Institute)
- Minimum 2 years of experience in a same or similar field of activity
- 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, with excellent skills in Excel;
- Proven management and projects implementation skills;
- Innovative and strategic thinker with good analytical, negotiation and communication skills, resourcefulness; team spirit; initiative;
- Good knowledge of social sector in Kosovo, with special focus on the social services, licensing and legislation in Kosovo. Moreover, good knowledge of social services, and EU recommendations are required for this post;
- Previous knowledge and experience in work in/with social services for disabled, youth, women, elderly and/or people living or affected by HIV/AIDS;
- Ability to work independently but also as part of a team;
- Demonstrated disability and gender awareness and sensitivity, and ability to integrate a gender perspective into tasks and activities;
- 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](mailto: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.**