JOB VACANCY

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| Contracting Authority | Danish Refugee Council-DRC |
| Position Title: | Project Assistant |
| Reporting to: | Local Project Manager |

Relevant background

Danish Refugee Council has implemented emergency and rehabilitation programmes in Kosovo in support of the protection of individuals’ rights to pursue their preferred durable solution since 1998. DRC Kosovo employs approximately 27 staff members working in the areas of multi-sectoral returns, economic development, NGO capacity building, logistics and social rehabilitation. The DRC Kosovo Head-office is based in Pristina with field offices in Mitrovicë/a, Peja/Pec, Štrpce/Shtërpcë and Prizren.

DRC is seeking a qualified and highly motivated Project Assistant for an EU-funded project. The overall objective of this project is to contribute to the realization of durable solutions for displaced families residing in collective centres (CC) in Kosovo.

The specific objective is to assist up to 119 displaced and vulnerable families to achieve durable solutions following their exit from collective centres in the Municipality of Štrpce/Shtërpcë, enabling them to improve their living conditions, settle and fully participate in local community life.

Scope of work:

The Project Assistant will support management in the administration and financial aspects of implementation and monitoring of the project. The Project Assistant will support the compilation and maintenance of beneficiary data, support administration/filing of documentation relevant to DRC projects, reporting and translation as well as preparations for financial reporting.

*Main duties and responsibilities:*

Administrative management

* Provide support to management in the implementation of their tasks for the achievement of project results (communication, contracts, agenda, visas, hotel reservations, etc).;
* Support HR to prepare and issue contracts;
* Make logistical arrangements for the prompt and effective implementation of the programme activities;
* Draft minutes of project meetings;
* Support archiving of documents in finance, procurement, and administration.
* Assume overall responsibility for administrative matters of a more general nature, such as registry and maintenance of project files and records;

Financial management

* Daily project accounting and finance
* Responsible for accounting on allocated projects
* Assist Finance Project Officer in collecting and expediting cash requests related to allocated projects
* Prepare and make payments related to allocated projects
* Maintain files for allocated projects (e-version and hard copies)
* Assist the Finance/Admin Officer in preparing the annual wage books for all staff and deliver certificated on yearly withheld and paid income tax and pension savings to all staff, latest by the 28th of February of the following year.
* Supporting preparing documentation to tax authorities for reimbursement of VAT and other reports required from TAK
* Undertake other financial and administrative tasks on an ad hoc basis.

Procurement

* Support procurement officerto arrange for procurement of equipment, suppliesand services;
* Prepare and maintain appropriate procurement documentation

Any other tasks as assigned by DRC Management in order to meet the demands of the overall mission and obligation of DRC.

All employees should master DRC's core competencies: Communicating, Taking the lead, Collaborating, Striving for excellence and Demonstrating integrity. Moreover, we also expect the following:

*Required qualifications and competencies:*

* Bachelor degree in administration, finance, economics, or a relevant field is required;
* At least 2 years of work experience in administration, finance and/or procurement required;
* Experience with NGO sector project implementation desirable;

*Skills*

* Fluency in both oral and written English and Albanian; working knowledge of Serbian is an asset
* Computer skills: solid knowledge of MS Office (Power Point, Word and Excel)
* Driving licence valid in Kosovo desirable

*Competencies*

* Ability to work independently and to take individual decisions with minimum supervision
* Ability to be a constructive team-player, and to be flexible in regard to tasks and responsibilities
* Capability to prioritize work and to handle pressure from strict deadlines and periodically long hours
* Committed and supportive attitude towards all ethnic groups in Kosovo with the ability to function within a diverse multi-ethnic and multi-cultural working environment

We offer

* Contract length: 23 months, subject to funding availability.
* Duty Station: DRC Main Office in Prishtina
* Start date: As soon as possible

Interested candidates can send their CV including references and a motivation letter (max. 1 A4 page) in English to vacancies[@drc-kosovo.org](mailto:vacancies@drc-kosovo.org) or directly to DRC in Pristina: Mark Isaku Street 30, no later than **Wednesday 03 August 2016, 17:00 hrs.**

For more information please email [administration@drc-kosovo.org](mailto:administration@drc-kosovo.org) or call: 038/243-793

Persons with disability, women and minorities are strongly encouraged to apply! Please be informed that only short listed candidates will be contacted.