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| **JOB ADVERTISEMENT** |
| **Job title:** Project Officer (National position)**Duty station:** Pristina, Kosovo |
| **ABOUT US** |
| **The Danish Refugee Council** assists refugees and internally displaced persons across the globe: we provide emergency aid, fight for their rights, and strengthen their opportunity for a brighter future. We work in conflict-affected areas, along the displacement routes, and in the countries where refugees settle. In cooperation with local communities, we strive for responsible and sustainable solutions. We work toward successful integration and – whenever possible – for the fulfillment of the wish to return home. The Danish Refugee Council was founded in Denmark in 1956, and has since grown to become an international humanitarian organization with more than 7,000 staff and 8,000 volunteers. Our vision is a dignified life for all displaced.All of our efforts are based on our value compass: humanity, respect, independence and neutrality, participation, and honesty and transparency. |
| **ABOUT the JOB** |
| The Danish Refugee Council (DRC) is currently looking for a highly qualified Project Officer DRC for its Sida-funded project: *Supporting social entrepreneurship and promoting socio-economic empowerment in minority communities in Kosovo.* The project consists of multidimensional activities aimed at supporting the Kosovo Government in reducing socio-economic isolation of minority communities and vulnerable host communities and to promote sustainable inter-ethnic livelihood support focused on addressing environmental and gender issues.You will be under the daily supervision of the Project Manager, and your second-level supervisor will be the Base Manager – Mitrovicë/a.Your main duties and responsibilities will be: * Identify, select, and monitor local NGO partners to implement community-based projects;
* Organize and facilitate capacity building trainings for local authorities and civil society partners in Pristina;
* Facilitate the design and implementation of good governance advocacy and information dissemination campaigns for issues related to Kosovo minorities;
* Consultations and coordination with all relevant stakeholders;
* Providing support to the organisation of workshops / conferences
* Documenting the outcomes of all the activities
* Documenting good practices and new approaches regarding governance and people’s participation in Pristina
* Setting up meetings between DRC and involved stakeholders, like government, social organisations, International NGOs and experts
* Minute taking of meetings
* Provide support in the development of new projects
* Conduct background research if and when required
* When necessary, support the Project Manager with any other task required
* Ensure that program implementation is responsive to communities and partners, andS aligned with DRC principles, values and strategic plan.
* Monitor adherence to grant agreement, DRC policies and procedures and relevant external rules and regulations.
* Oversee performance of partners and sub-grantees. Conduct frequent field visits to all project sites

Monitoring & Evaluation (M&E) and Reporting: * Facilitate the achievement of program targets and objectives and lead efforts to design effective M&E systems related to this project.
* Oversee the scheduling and production of formal and informal reports on all aspects of the program in a timely and efficient manner.
* Under the direction of the Project Manager, represent the program with government, donor, NGOs and other relevant partners in the field.
* Coordinate activities with consortium partners, sub grantees, local government and other implementers, as well as with other DRC programmes.
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| **ABOUT YOU**  |
| To be successful in this role we expect the following: *Required* * Minimum 3 years of experience with NGO sector project implementation
* At least 3 years of work experience in the area of civil society and good governance;
* Experience in project implementation
* Experience dealing with national partners and local/government authorities
* Experience working in multicultural work settings

*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

*Desirable* * Experience dealing with national partners and local/government authorities

All DRC staff must master the following DRC's Core Competencies:**Striving for excellence:** You focus on reaching results while ensuring an efficient process. **Collaborating:** You involve relevant parties and encourage feedback. **Taking the lead:** You take ownership and initiative while aiming for innovation. **Communicating:** You listen and speak effectively and honestly. **Demonstrating integrity:** You act in line with DRC’s vision and values.  |
| **WE OFFER** |
| Contract length: 12 months, including an initial three-month probationary periodGross salary: EUR 827 Estimated start date: 01/02/2018Salary and conditions will be in accordance with DRC Kosovo National Salary Scale.If you have any questions regarding the position, please contact administration@drc-kosovo.org  |
| **APPLICATION PROCESS** |
| **Applications must be in English and must be submitted exclusively through the online system on** [**www.drc.dk**](http://www.drc.dk)**. Applications submitted through any other channels, including email, will not be considered.**Closing date for applications: 04/01/2018.If you face any problems with the online application process, please contact job@drc.dk. Any other communication between applicants or perspective applicants and DRC staff, including but not limited to telephone calls, visits to DRC offices and emails, will result in the applicant being disqualified from the selection process.*Please note that, due to the number of expected applications, you will only be contacted if selected to take part in the next steps of the recruitment process. No confirmation of receipt of your application will be provided.* For further information about the Danish Refugee Council, please consult our websites [www.drc.dk](http://www.drc.dk) and [www.drc-kosovo.org](http://www.drc-kosovo.org). |