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| **JOB ADVERTISEMENT** |
| **Job title:** National Operations Officer**Duty station:** Mitrovicë/a, Kosovo |
| **ABOUT the JOB** |
| The Danish Refugee Council (DRC), one of the world’s leading humanitarian NGOs, is currently looking for a highly qualified National Operations Officer for its Sida-funded Support to Roma Ashkali and Egyptian Communities in Mitrovicë/a project.DRC is an international non-governmental organisation that promotes and supports durable solutions to the problems faced by refugees, returnees and internally displaced people all over the world. In Kosovo, DRC has implemented emergency and rehabilitation programmes in support of the protection of individuals’ rights to pursue their preferred durable solution since 1998. DRC Kosovo currently employs 39 staff members working in areas of multi-sectoral returns, economic development, access to rights and opportunities, capacity building and social rehabilitation.With funding from Sida, represented by the Embassy of Sweden in Pristina, Danish Refugee Council Kosovo continues its work in Mitrovicë/a implementing a 4-year project which commenced in 2014.The project aims to contribute to the stabilization and integration process of Roma, Ashkalia and Egyptian women, men, girls and boys in Mitrovicë/a by providing the tools and support necessary for members of the minority communities and vulnerable members of the majority community to improve their future opportunities in education, employment and civic participation in a multi-ethnic Kosovo. In close collaboration with the Mitrovicë/a Municipality, linkages between the RAE communities, local authorities and the private sector have been further strengthened in order to contribute to the RAE communities’ equality in respect to the rest of Kosovo citizens and to promote their gradual independence from external (international) aid.You will be under the daily supervision of the Project Manager/Head of Office Mitrovicë/a.Your main duties and responsibilities will be:General* Supporting Mitrovicë/a office with the roll-out of the updated Operations Handbook, and ensures that Mitrovicë/a offices operations, as well as implementing partners, are in compliance with DRC policy provisions and standards, including huran resources;
* Provide interpreting and translating as need by the DRC Mitrovicë/a Team
* Provides Monthly reports and attends the monthly operations meeting;
* Performs any other tasks and responsibilities assigned.

Procurement* Contribute to the development, updating and compilation of procurement documentation, including procurement plan, tender dossier (Service, Works, Supply), necessary evaluation reports, procurement tables in line with donor and DRC requirement;
* Work closely with Program staff to initiate and implement the procurement process;
* Perform administrative work related to procurement activities and contracting, including drafting contracts, filing documentation
* Liaise with Pristina office to ensure compliance of all procurement.

Logistics* + Overall Responsible for vehicles in the Mitrovicë/a office and ensuring compliance with DRC procedures;
	+ Solving all other logistics issues as directed by the Project Manager/Head of Office.
	+ Responsible for supporting the Project Manager/Head of Office in the day-to-day functioning of the offices, including monitoring and improving support services such as maintenance, IT and Security. This includes liaising with Pristina as needed.
	+ Be familiar with health and safety requirements and work with senior staff on issues of risk management
	+ Oversee and track inventory for two DRC offices in Mitrovicë/a as well as inventory for partners provided on a right-to-use basis.
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| ABOUT YOU |
| To be successful in this role we expect you to be able to effectively and efficiently r supports the Project Manager/Head of Office in ensuring the smooth functioning of the DRC Mitrovicë/a Offices. You will moreover need to be able to share information promptly and accurately with the rest of your team, and to coordinate with staff and implementing partners.All DRC staff must master the following DRC's Core Competencies: Communicating, Taking the lead, Collaborating, Striving for excellence and Demonstrating integrity. Moreover, we also expect the following: *Required* * Bachelor degree in administration, or a relevant field is required;
* At least 5 years of work experience in administration, logistics and/or procurement;
* Albanian (mother tongue)
* English (full professional proficiency)
* Driving license valid in Kosovo is necessary;
* Solid knowledge of MS Office (Power Point, Word and Excel);

*Desirable** Experience with NGO sector project implementation desirable;
* Previous experience working with Implementing Partners and providing training on compliance related issues
* Basic experience and bookkeeping and finance
* Fluency in Serbian
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| **WE OFFER** |
| Contract length: 7 months with possibility of extension if funding available, subject to and including an initial 3-month probationary period.Level: C3Gross salary: EUR 648 Start date: 12 September 2017Salary and conditions will be in accordance with DRC Kosovo National Salary Scale.If you have any questions regarding the position, please contact Shqiponja Hasani at log-as@drc-kosovo.org, and Bleta Deda at bleta.deda@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: 25 August 2017.If you face 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.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). |