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| **JOB ADVERTISEMENT** |
| **Job title:** Project Manager – National contract  **Duty station:** Mitrovicë/a, 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 Manager 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 at promoting sustainable inter-ethnic livelihood support focused on addressing environmental and gender issues.  You will be under the daily supervision of the Base Manager in Mitrovicë/a, and your second-level supervisor will be the Country Director.  You will be responsible for the overall implementation of the project, namely by ensuring it achieves the objectives and results agreed by the donor within the given timeframe. Concretely, this will entail:   * Coordinating the delivery of technical assistance to the Social Business Incubator Foundation located in the Roma Mahalla/Mahala neighbourhood of Mitrovicë/a (SBIFM), in order to ensure building its capacity to operate as a hub for socio-economically marginalised groups through the provision of preparatory vocational training, business advising, coaching and mentoring. * Coordinating the delivery of support to the Community Resource Centre located in the Roma Mahalla/Mahala neighbourhood of Mitrovicë/a so as to ensure building its capacity to operate as a socio-cultural hub aimed at providing education support and reducing the marginalisation of vulnerable groups. * Overseeing the development and implementation of a small-scale grant scheme targeting Roma, Ashkali and Egyptian NGOs and community-based organisations and aimed at the implementation of human rights, gender, environmental protection and cultural initiatives. * Overseeing the development and implementation of a small-scale grant scheme targeting marginalised minority groups in Mitrovica/ë North and Zvečan/Zveçan and aimed at supporting small producers, processors and traders and at creating linkages to wider markets of majority population. * Developing activity work plans and monitoring their implementation. * Ensuring compliance with DRC procedures and rules, particularly in relation to: * Budget management, including expenditure monitoring, in coordination with support staff; * Managing a pool of up to 10 colleagues engaged in the different project components as well as in support functions such as finance, procurement and logistics; * Organising and monitoring the timely initiation of procurement and logistics procedures in coordination with support staff. * Coordinating and liaising on a daily basis with all project stakeholders (including authorities and international organisations), partners and beneficiaries to ensure project sustainability, including for the purpose of identifying needs, making assessments and planning activity implementation accordingly. * Ensuring the delivery of equipment and other assistance/support takes place in a timely fashion. * Ensuring that interactions with beneficiaries, target groups and authorities are conducted at all times in a sensitive and respectful manner. * Supporting the Base Manager with reports and analyses to develop tools to measure the impact of the project interventions through periodical evaluation, as well as in: * All programmatic and compliance issues related to Mitrovicë/a office; * Drafting narrative financial reports submitted to Sida (and other donors if applicable) and HQ as per DRC and donor requirements; * Preparing a visibility strategy for the project. |
| **ABOUT YOU** |
| To be successful in this role we expect the following:  *Required qualifications and skills*   * Minimum University degree or equivalent working experience * Minimum 5 years of experience with NGO sector project implementation * Experience in project management and proven organizational skills * Experience in working with returnees, internally displaced persons and/or refugees * Experience in working with minority communities * Experience in dealing with national partners and local/central authorities * Experience in training and liaising with local NGOs * Experience in working in multicultural work settings * Native-speaking level proficiency in Albanian and Serbian languages; very good command of both oral and written English * Computer skills: solid knowledge of MS Office (Word, Excel, Power Point)   *Desirable*   * Experience with Sida-funded projects * Experience in working with Roma, Ashkali and Egyptian communities * Driving licence valid in Kosovo   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 period, and with the possibility of extension subject to availability of funds.  Gross salary: EUR 1,029.  Estimated start date: 01/04/2018.  Salary 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](mailto: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: 16/03/2018.  If you face any problems with the online application process, please contact [job@drc.dk](mailto: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.  The selection process will consist of several steps, the first one of which will entail a review of your curriculum vitae in order to ensure your profile and experience match the requirements listed above. Further steps may entail a written test and/or individual interviews.  *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.ngo](http://www.drc.ngo) and [www.drc-kosovo.org](http://www.drc-kosovo.org). |