Vacancy details:

- Announcement Date: 08.09.2021
- Vacancy Code: CBM/PA/2021-01-GCREF
- Post Title: Project Assistant
- Duty Station: Mitrovica region
- Duration: 12 Months
- Working time: Full time (40 hours/week)
- Closing Date: 22.09.2021

Terms of Reference for the Position of Project Assistant

Background

Community Building Mitrovica (CBM) is a local non-governmental organization (NGO) operating in the field of peace and community building in the wider region of Mitrovica, northern municipalities of Kosovo. The overall aim of CBM is to facilitate contact and dialogue between citizens in the whole of Mitrovica municipality. CBMs staff consists of devoted citizens – both Serbs and Albanians – who grew up in this region and want to restore the previous confidence and even friendship that war and politics have destroyed.

By supporting many concrete projects which address the direct needs of the local communities, CBM contributes in a modest way to this aim. The work of the past years has gained the organization a strong reputation on both sides of the Ibar. Fields in which CBM works are: media, culture, youth, women, minorities, dialogue, and return of refugees and IDPs (Internally Displaced Persons).

CBMs projects are open to members of all communities living in Mitrovica and wider. CBM often cooperates with other NGOs, helps out with local initiatives, and works with local governmental institutions and international organizations in order to initiate, develop, and implement activities, for the benefit of the communities, in Mitrovica and wider.

CBM is seeking a qualified individual to fill the position of Project Assistant for the project “Building Strong and Resilient Communities in Mitrovica”.

Community Building Mitrovica-C.B.M
Tel: +383 (0) 28 530 335
Email: info@cbmitrovica.org  www.cbmitrovica.org
Str. Avni Shabani no.6 / 40000 Mitrovica South
Project “Building Strong and Resilient Communities in Mitrovica” is funded by the Global Community Engagement and Resilience Fund (GCERF) and is implemented by Community Building Mitrovica (CBM). The project focuses its outreach in the Municipality of Mitrovica South and Municipality of Mitrovica North to ensure equal opportunities, as well as mitigate any risks of stigmatization of one community or ethnicity over the others. The activities include vulnerable population groups from all ethnic communities in rural and urban areas such as Albanian, Serb, Bosniak, Roma, Ashkali, Egyptian, and others.

The project aims to reduce the violent extremism and bi-polarisation of society that affects social inclusion and cooperation between youth.

Job description:

Under the overall guidance of the Project Manager, the Project Assistant provides project support services ensuring high quality, accuracy and consistency of work. The Project Assistant will be responsible for supporting the Project Manager in the implementation of project activities. The ideal candidate for this position has: a demonstrated managerial ability in implementing large and medium-scale projects for local or international organizations, strong analytical skills, strong communication skills, is highly organized, adaptable, and able to prioritize tasks while working independently.

Specifically, the Project Assistant should:

- Provide support to the Project Manager on planning, administrating, and implementing the project;
- Work closely with the project team to coordinate efforts within the team and with partners to deliver activities within the set deadlines;
- Support the Manager on organizing and monitoring reporting schedules and ensure that deadlines are met;
- Develop reports and correspondence independently;
- Ensure successful delivery of the project activities and report those to the Project Manager and CBM management;
- Organize meetings with different agencies, local authorities, and NGOs;
- Taking notes and translating documents when required;
- Assist the Finance Officer with project accounting and budget utilization ensuring the provision of required support documentation, assisting during audit exercises;
- Assist the team and the organization in administrative, and financial procedures comply with policies and procedures of the organization as well as donor’s policies and procedures and that the project is implemented according to the work plan;
- Bring any issues of risk, liability, or fraud to the immediate attention of the appropriate staff at the organization;
- Maintain active and cooperative relationships with all key stakeholders, including government officials, project partners, other implementing agencies, and related institutions;
- Assist the Project Manager in drafting and compiling narrative and financial reports ultimately intended for the donor;
- Support and assist project staff by creating and maintaining a work environment that promotes teamwork, trust, mutual respect, diversity;
- Drafting and opening calls as per project needs;
- Perform other related duties, as required;

Requirements:

- Bachelor’s Degree in Management, Administration and/or relevant fields;
- Experience in project management, preferably in (NGO/INGO) sector;
- Good knowledge and experience in project implementation;
- Proficient in written and spoken English and Albanian (Serbian is an asset);
- Ability to organize tasks simultaneously and prioritize work;
- Demonstrated high level of professionalism
- Ability to work independently and responsibly under pressure
- Professional communication skills, both verbally and in writing in Albanian and English
- Attention to detail and problem-solving skills
- Ability to proactively address potential issues
- Computer literate in Microsoft Word, Excel, Email and PPP
- Ability to drive and valid driving license: B

Additional information:

- Only complete applications will be taken into consideration
- Only shortlisted candidates will be contacted for the interviews
How to apply:

Interested applicants must send their cover letter and updated CV to procurement@cbmitrovica.org:

- Curriculum Vitae;
- Motivational letter (specifying, your relevant qualifications for this specific position and your motivation to work at Community Building Mitrovica);

All documents must be submitted in English.

Note: Please use “Project Assistant - Application” as the subject of your email.

The deadline for application is Wednesday, 22nd of September 2021.