



## JOB ADVERTISEMENT

**Job title:** Project Officer (National Position)

**Duty station:** Roma Mahalla/Mahala, Mitrovicë/a South

### ABOUT US

The Danish Refugee Council (DRC) 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 fulfilment of the wish to return home. DRC 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.

In Kosovo, DRC has been operating since 1998, initially providing emergency relief and, since 2003, focussing on minority returns. Currently we work with returnees, IDPs and minority communities to promote the achievement of durable solutions and community stabilisation. DRC has been working with Roma, Ashkali and Egyptian communities, primarily in Mitrovicë/Mitrovica South, since the early 2000's. Our activities facilitated the return of displaced families, and subsequently focussed on their socio-economic integration. With funds from the Swedish International Development Cooperation Agency (Sida), we have been supporting the residents of Roma Mahalla/Mahala and Dy Korriku / Sitničko Naselje since 2009 through multi-sectoral activities aimed, among others, to promote their socio-cultural integration.

### ABOUT the JOB

DRC is currently looking for a highly qualified Project Officer for its Sida-funded *Supporting Social Entrepreneurship and Promoting Socio-economic Empowerment in Minority Communities in Kosovo* project.

The Project Officer will work towards increasing socio-economic development opportunities for the most vulnerable members of the Roma, Ashkali and Egyptian communities (including women and youth) in South Mitrovicë/a through vocational trainings and business start-up support.

In this framework, the Project Officer will be responsible for the implementation of activities aimed at enhancing the capacity of the Social Business Incubator (SBI) set up by DRC in Roma Mahalla/Mahala to continue to serve as an economic community centre that identifies and contributes to addressing socio-economic needs within Roma, Ashkali and Egyptian Communities in South Mitrovicë/a through enhanced social and business infrastructure, pre-vocational training and community linkages with a focus on gender and environmental initiatives.

You will be under the daily supervision of the Project Manager, and your second-level supervisor will be the Base Manager. You will work in a team of staff dedicated to the economic development of Roma, Ashkali and Egyptian communities, comprising of another Project Officer, a Project Assistant, a Vocational Trainer / Engineer as well as two Community Workers. Together with the Project Assistant, and Community Workers when feasible, you will focus on the communities of Mitrovicë/a South. However, a certain level of interconnection is expected between the initiatives implemented in Mitrovicë/a South and those implemented by DRC in Northern Kosovo and close collaboration within the entire team is thus requested.

**Your main duties and responsibilities will be:**

- Ensuring the development and implementation of strategies, tools and approaches that will allow the SBI to thrive as an economic hub for the Roma, Ashkali and Egyptian Communities of South Mitrovicë/a, including by adopting a market-oriented and community-driven approach to socio-economic development. This includes:
  - Supporting the Project Manager in the development of the strategic vision for the economic development component of the project;
  - Being responsible for applying DRC's monitoring and capacity building system to the business start-ups set up by DRC (currently 13) in terms of ensuring compliance with the cooperation framework, as well as directly providing technical support or identifying the need for outsourcing expertise, in order to foster their sustainable growth – this entails daily contact with the beneficiaries, utilising standardised tools, regular reporting;
  - Being responsible for coordinating the preparatory vocational training support organised by DRC to empower particularly low-skilled individuals with basic tools to access higher-level professional trainings and the job market;
  - Advising on the development and supporting the implementation of outreach activities, as well as strengthening DRC's capacity to identify and address economic needs within and beyond the beneficiary communities;
  - Identifying any needs for external technical support, and coordinating the outsourcing and delivery of relevant know-how.
- Fostering greater ownership among the Roma, Ashkali and Egyptian Communities of South Mitrovicë/a in relation to their socio-economic development and inclusion by building their capacity to better advocate for their needs and become more pro-active in addressing their challenges.
- Liaising with local and central authorities relevant for the implementation of the above-mentioned activities, as well as in relation to implementation of relevant legislation.
- Participating in coordination meetings and other fora aimed at the development/implementation/monitoring of strategies and activities in support of returnees and minority communities.
- Initiating procurement procedures in accordance with DRC requirements and regulations, and liaising with contractors up to the closure of the working relation.
- Supporting the DRC-wide roll-out of the ERP system, entitled DRC Dynamics.
- Contributing to drafting of bi-weekly and other reports.
- Any other duties as assigned.

**ABOUT YOU**

To be successful in this role we expect you to be able to significantly contribute to the implementation of the economic development component of the project. This will entail displaying:

- Competence in the field of economic development applied to the humanitarian / international development sector;
- Familiarity with the characteristics of the Roma, Ashkali and Egyptian communities in Kosovo, including with respect to the challenges they face to achieving a sustainable socio-economic integration;
- Ability to create and maintain a positive rapport with beneficiary communities, based on trust and conducive to their empowerment;
- Ability to create and maintain mutually beneficial linkages with local and central authorities;
- An open, supportive, collegial behaviour with all DRC staff.

In addition, you will be expected to uphold the ethical principles enshrined in DRC's Code of Conduct.

On these grounds, we expect the following:

- Prior experience in international development, preferably in the sector of economic development;
- Prior experience in supporting returnees, minorities and other vulnerable groups in Kosovo;

- Prior experience with the Roma, Ashkali and Egyptian Communities;
- Prior experience with DRC and/or Sida-funded projects an asset.

Moreover, 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: six months, including an initial three-month probationary period, with the possibility of extension

Level: D5 (IPE band H)

Estimated start date: 08/01/2019

Salary and conditions will be in accordance with DRC Kosovo National Salary Scale.

## APPLICATION PROCESS

All applicants must submit an updated CV (no longer than four pages) and a cover letter, both in English.

**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: 26/11/2018.

If you face any problems with the online application process, please contact [humanresources@drc-kosovo.org](mailto:humanresources@drc-kosovo.org). 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.ngo](http://www.drc.ngo) and [www.drc-kosovo.org](http://www.drc-kosovo.org).