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| **JOB ADVERTISEMENT** |
| **Job title:** Project Assistant (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 fulfilment 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** |
| DRC is seeking a qualified and highly motivated Project Assistant for an EU-funded project. The overall objective of this project is to contribute to the realization of durable solutions for displaced families residing in collective centres (CC) in Kosovo.The specific objective is to assist up to 119 displaced and vulnerable families to achieve durable solutions following their exit from collective centres in the Municipality of Štrpce/Shtërpcë, enabling them to improve their living conditions, settle and fully participate in local community life.Your main duties and responsibilities will be: **Administrative management** * Provide support to management in the implementation of their tasks for the achievement of project results (communication, contracts, agenda, visas, hotel reservations, etc).;
* Support HR to prepare and issue contracts;
* Make logistical arrangements for the prompt and effective implementation of the programme activities;
* Draft minutes of project meetings;
* Support archiving of documents in finance, procurement, and administration.
* Assume overall responsibility for administrative matters of a more general nature, such as registry and maintenance of project files and records;

**Financial management*** Daily project accounting and finance
* Responsible for accounting on allocated projects
* Assist Finance/Admin Officer in collecting and expediting cash requests related to allocated projects
* Prepare payments related to allocated projects
* Maintain files for allocated projects (e-version and hard copies)
* Assist the Finance/Admin Officer in preparing the annual wage books for all staff and deliver certificated on yearly withheld and paid income tax and pension savings to all staff, latest by the 28th of February of the following year.
* Supporting preparing documentation to tax authorities for reimbursement of VAT and other reports required from TAK
* Undertake other financial and administrative tasks on an ad hoc basis.

**Procuremen**t* Support procurement department to arrange for procurement of goods and services;
* Prepare and maintain appropriate procurement documentation
* Any other tasks as assigned by DRC Management in order to meet the demands of the overall mission and obligation of DRC.
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| **ABOUT YOU**  |
| To be successful in this role we expect the following: ***Required*** * Bachelor degree in administration, finance, economics, or a relevant field is required;
* At least 2 years of work experience in administration, finance and/or procurement required;
* Computer skills: good knowledge of MS Office (Power Point, Word and Excel)
* Fluency in both oral and written Albanian and English

*Desirable* * Experience with NGO sector project implementation desirable
* Working knowledge of Serbian is an asset
* Driving licence valid in Kosovo desirable

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: 8 months, including an initial three-month probationary periodGross salary: EUR 714 Estimated start date: 01/06/2018Salary and conditions will be in accordance with DRC Kosovo National Salary Scale.If you have any questions regarding the position, please contact humanresources@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: 16/05/2018.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). |