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| **JOB ADVERTISEMENT** |
| **Job title:** Project Manager (National position)**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 to promote 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.Your main duties and responsibilities will be:**Management:** * Directly responsible for the management of the Sida project, including planning, day-to-day implementation, financial management, staff management, and monitoring of activities.
* Support the Base Manager in all programmatic and compliance issues related to Mitrovicë/a office
* Support the Base Manager in drafting narrative reports and oversee financial reports submitted to Sida (and other donors if applicable) and HQ as per DRC and donor requirements
* Closely coordinate and collaborate with relevant international and national organizations and other relevant parties, including national authorities and local partners.

**Programming:*** coordinate and liaise on a daily basis with the project municipality and beneficiaries to ensure project sustainability;
* liaise with beneficiaries and project partners on a daily basis to identify needs, make assessments and plan interventions to ensure project sustainability
* coordinate all field activities of the project in coordination with the Project Officers:
* manage field project staff and ensure project implementation according to the work schedule;
* provide Base Manager with reports and analytical support to develop tools to measure the impact of the project interventions through periodical evaluation;
* contribute to beneficiary selection procedures and organize delivery of equipment, NFI and other assistance
* organize and monitor timely initiation of procurement and logistics procedures in coordination with the support staff;
* prepare visibility strategy for the project in cooperation with the Base Manager;
* Monitoring of project(s) expenditures
* Ensure that the programmes are implemented in accordance with DRC standard regulations and operational procedures
* Ensure that at all times contact with beneficiaries, target groups and representatives of authorities is conducted in a sensitive and respectful manner
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| **ABOUT YOU**  |
| To be successful in this role we expect the following: *Required* * Minimum 5 years of experience with NGO sector project implementation
* Experience in project management and proven organizational skills
* Experience dealing with national partners and local/government authorities
* Professional background in working with internally displaced persons and/or refugees
* Good experience in training and liaising with national NGOs
* Experience working in multicultural work settings

*Skills*:* Fluency in both oral and written English and Albanian; working knowledge of Serbian is an asset;
* Computer skills: solid knowledge of MS Office (Power Point, Word and Excel)
* Driving licence valid in Kosovo desirable

*Desirable* * Previous experience with SIDA projects is 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: *12* months, including an initial three-month probationary periodGross salary: EUR 1,029 Estimated start date: 01/02/2018Salary 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  |
| **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: 04/01/2018.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). |