

SOS Fshatrat e Fëmijëve Kosovë

Vacancy Announcement

SUMMARY

Coalition of NGOs for Child Protection – KOMF in partnership with SOS Children’s Villages Kosovo, Organization for Children without Parental Care – OFAP and KMOP, is implementing an EU funded project managed by European Union Office in Kosovo, entitled: “Joint Action for Decentralization”. This project has started on 20 December and will last 42 months.

The project aims to contribute toward the completion of social services decentralization process in Kosovo.

The main objectives of the project are: strengthen and increase capacities and active role of Coalition of NGOs for Child Protection – KOMF towards the social services decentralization process, advocate toward decentralization of social services through contribution for the improvement of related legal framework, monitoring of current legislation and mobilization of public institutions and raise awareness among wide public through media communication on social services decentralization.

Among others, a capacity building activities and strengthening will be conducted through this action aiming to guarantee that capacities of KOMF member NGOs are increased to support in an adequate manner the social services decentralization process. Moreover, SOS Children’s Villages Kosovo will conduct trainings on drafting communication strategy, advocacy strategy and fundraising strategy, and action plan to increase capacities of KOMF member NGOs on media communication, broadcasting and coverage on social services decentralization process.

In order to achieve the results foreseen in regard of the completion of decentralization process, the SOS Children’s Villages Kosovo, is seeking to recruit a full time **Capacity Building and Research Specialist**:

POSITION: CAPACITY BUILDING AND RESEARCH SPECIALIST

PLACE: PRISHTINA

WORK TIME: FULL TIME (40 hours per week)

STARTING DATE: April 2019

CONTRACT DURATION: One year contract, with possibility of extension

General position summary:





- The Capacity Building and Research Specialist will be responsible to support Project Management Team for the smooth implementation of the project: lead the capacity building process; Organize and provide the capacity building activity on communication, organize the capacity building activities on advocacy and fundraising, support project on strengthening communication channels, interact with media on publishing news, press releases, media conferences and reports; support and take active part in all the other activities of the project; perform other duties as required by the supervisor.

Knowledge & Experience:

- University Degree in Journalism, Communications/Public Relations. Advanced university degree is a strong asset;
- A proven track record of at least 3-5 years in Communications/Public Relations.
- Previous professional experience in drafting and conducting Communication strategies;
- Strong presentation skills
- Excellent networking skills (mainly with professional field or journalists and agencies)
- Able to convey information in a target group oriented, accurate and concise manner and to translate complex information in easy to catch and attractive messages
- Strong interpersonal skills, ability to establish and maintain effective work relations with the team and ability to work independently and in team;
- Experience in project management
- Previous experience and knowledge in children's rights organizations is preferred;
- Proficiency in computer, Microsoft Office programs: MS Word, MS Excel, MS PowerPoint, Internet, etc
- Excellent knowledge, both written and verbal in English & Albanian (Serbian would be an asset).

Interested applicants should submit in application form (can be downloaded in www.soskosova.org) CV, cover letter , copies of diploma; certificates and references to:

HR.Recruitment@soskosova.org

Please include in the subject line: "Capacity Building and Research Specialist"

Only short listed candidates will be contacted.

Certificate by the Court confirming that you don't have any criminal conviction will be asked if you pass the second round of the interviews

Deadline for applications: Sunday, 17 March, 2019 time: 24:00h.

SOS Children's Villages Kosova is a nongovernmental organization of social development, which is active in the field of children's rights by supporting their needs and concerns since 1999. We build families for children without parental care, we help them shape their own futures and we share in the development of their communities. In order to satisfy with this responsibility, we are seeking a committed individual for the position of Capacity Building and Research Specialist.

