

CALL FOR VACANCY

· WESTERN BALKANS FUND ·

Vacancy issued: 17 January 2019;
Deadline for application: 17 February 2019;
Open for: Serbia citizens;
Work Station: WBF Secretariat, Tirana, Albania.

BACKGROUND

Western Balkans Fund (WBF) is a regional inter-governmental organization established by the Western Balkans contracting parties (Albania, Bosnia-Herzegovina, Kosovo*, Montenegro, Macedonia and Serbia).

The main purpose of the WBF is to promote cooperation and strengthening of the relations between contracting parties, the promotion of common values between citizens, civil society and institutions of the region, trying to strengthen cooperation and people-to-people contacts.

The Fund aims to achieve these goals by supporting common regional projects and by bringing people to share mutual experiences, values, traditions and culture of their respective contracting parties in these key areas:

- Education and Scientific exchanges.
- Cultural cooperation.
- Cross-border and youth cooperation.
- Sustainable Development.

As an all-inclusive structure, the team of the WBF Secretariat, operating in Tirana, Albania, consists of representatives from WBF contracting parties such as: Albania, Kosovo*, Macedonia, Montenegro and Bosnia and Herzegovina.

This call for vacancy is dedicated to candidates from Serbia, as non-represented contracting party in the WBF Secretariat.

SUMMARY OF JOB DESCRIPTION

The Western Balkans Fund is looking for a responsible Project Coordinator to administer and organize all types of projects, from simple activities to more complex plans and activities within four specific areas/ programs, as defined in the Statute of WBF. WBF expects the Project Coordinator to work closely with WBF's Program Managers in preparing comprehensive action plans, calls for project proposals, application procedures and project proposal assessments. Project Coordinator is expected to oversee the contractual aspect of grantees and monitor the progress of the projects including financial and other project management practices. The Project Coordinator to succeed in this role, should have excellent time management and communication skills and skills to work in a diverse team.

TASKS AND RESPONSIBILITIES

- Responsible to coordinate projects and activities within the WBF program framework;
- Responsible to participate in the preparation of WBF Calls for Project Proposals;
- Responsible to provide a thorough revision of applications and determines if applications and applicants fulfil the criteria for funding according to WBF Procedures and Fund's mission;
- Responsible to provide inputs and participate in the meetings of the WBF Committee of Senior Officials;
- Responsible to monitor and coordinate WBF funded projects;
- Responsible to provide a quality assurance and timely delivery of WBF funded projects;
- Responsible to participate in implementation of WBF strategy priorities;
- Required to play an active role in WBF fundraising initiatives;
- Responsible to maintain close contacts with WBF stakeholders (Civil Society Organizations and Non-Profit institutions/associations);
- Represent WBF in ethical and professional way in and out of the WB region.

REQUIREMENTS

- University degree BA, MA or PHD;
- Proven work experience as a Project Coordinator or similar role;
- Experience in project management, from conception to delivery;
- Strong analytical and problem solving skills;
- Ability to work well with large and diverse teams;
- Ability to work under pressure;
- Experience with project management practices and tools to create, manage, and track project performance, cost, verify scope;
- Excellent written and verbal communication skills;
- Sharp time management skills;
- Solid organizational skills including attention to detail and multitasking skills;
- Experienced user of MS Office toolset (Word, Excel and PowerPoint);
- Strong ethics, with an ability to manage confidential data/information;
- Proficiency in English language in writing and communication;
- Knowledge of budgeting, financial planning and accounting.

SUBMISSION OF THE APPLICATION

- Interested candidates should present:
- Letter of interest which specify your qualifications for this vacancy.
- Professional CV in English in the EUROPASS format.
- Qualifications (diploma/certificate) and recommendations considered relevant for the application.

Applications with following documents should be submitted at: info@westernbalkansfund.org by February 17th, 2019.

Only shortlisted candidates will be notified.

NOTE The selected candidate is expected to officially join the WBF Secretariat by the latest April 1st 2019.*