

23.07.2021

DESCRIPTION:

The organization YMCA MOVEMENT- YMCA LEVIZJE announces vacancy for one open position:

Project coordinator

Are you a caring, honest, respected and responsible person. If yes, please do not hesitate to join our team that has these as the core values of the job.

About the organization:

YMCA MOVEMENT is an organization based on the values of volunteerism that aims to inspire and encourage leadership among young people and assists in healthy community development. YMCA MOVEMENT is a full member of the YMCA Europe Federation. YMCA it's the first youth organization in the world founded in 1844.

Job location: Municipality of Pristina

Duration: 1 year with possibility of extension (full time)

Main responsibilities:

- Responsible for the overall implementation of the project;
- Coordination and implementation of project activities in order to achieve the project objectives and goals;
- Manage project-related documents by ensuring that all necessary materials are current, stored and properly stored;
- Oversee the implementation of project activities and coordinate all team members to keep the workflow on track;
- Organise and file all data gathering documentation collected from the field for submission to the project manager;
- Prepare and supports project manager with information, data and report writing for the project;
- Maintain ongoing communication with project donors and partners;
- Manage the budget by monitoring expenditures in full compliance with the project budget;
- Hold meetings, trainings, workshops, campaigns and other necessary activities on gender equality, human rights, promotion of mental health and life skills, etc.
- Ensures that the projects visibility is in accordance with all the donors regulation;
- Assist the organization in implementing the current strategy of the organization "One way, One Y";
- Engages and assists in other programs of the organization when needed and required.

QUALIFICATIONS:

- Experience in project management, development and implementation not less than 2 years;
- Bachelor or Master degree in social sciences;
- Good knowledge on gender equality and other social topics affecting young people today;
- Experience working with young people (preferred);
- Strong interpersonal skills and team oriented;
- Must have a personal philosophy compatible with the purpose, mission and core values of the YMCA;
- Open to travel nationally and/or internationally;
- Ability to work at various program locations preferred;
- Excellent skills in writing reports / projects, teamwork, managerial skills;
- Be committed and willing to learn;
- Driving license (preferred);
- Knowledge of English is obligatory.

How to apply:

Interested candidates / please send a CV and a motivation letter to the email address:

office@ymcakosovo.com.

In the subject of the email please write the position which you are applying for.

Applications are accepted until **08.08.2021**, all applications submitted after this date will not be considered.

Only shortlisted candidates will be contacted for an interview.

Note: *The YMCA Movement is an Equal Opportunity Employer. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at YMCA will be based on merit, volunteering experience, qualifications, and abilities. YMCA does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation and gender identity.*