

Job Vacancy

Contracting Authority	Danish Refugee Council (DRC)
Reporting to:	DRC Head of Mitrovicë/a Office
Duty Station:	DRC Mitrovicë/a Office and the Social Business Incubator Foundation (SBIFM) office in Roma Mahala
Start Date:	July 10, 2017

Relevant background

Danish Refugee Council (DRC) has implemented emergency and rehabilitation programmes in Kosovo in support of the protection of individuals' rights to pursue their preferred durable solution since 1998. DRC Kosovo employs approximately 146 staff members working in the areas of multi-sectoral returns, economic development, access to rights and opportunities, capacity building, logistics and social rehabilitation. The DRC Kosovo Head-office is based in Pristina with field offices in Mitrovicë/a, Peja/Peć, Štrpce/Shtërpçë and Prizren.

The Danish Refugee Council Mitrovicë/a office has been implementing a Sida-funded project entitled: "Support to Roma, Ashkalia and Egyptian (RAE) Communities in Mitrovicë/a". Through this project DRC has aimed at empowering Mitrovicë/a RAE communities in a process that enhances their integration and assists the municipality in assuming their responsibilities towards its citizens, contributing to RAE communities' equality in respect to the rest of Kosovo citizens.

One of the four integral complementing components of the Project is related to economic development throughout the Social Business Incubator initiative, whose physical structure and organizational setup have been established by the Project in order to support existing and new businesses through mentoring, business advisory services, equipment and work space. The expected Project result aims at SBI enhancement in terms of the benefits it brings to RAE communities as well as at its institutionalisation through a public-private partnership.

With this vacancy DRC is seeking qualified and highly motivated individual that will be daily guided by the experienced DRC staff and eventually assume full responsibility over the management of the SBI Foundation.

Positions available

Job Title:	Programme Manager of the Social Business Incubator Foundation
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Qualifications, Skills and Competences

All employees should master DRC's core competencies: Communicating, Taking the lead, Collaborating, Striving for excellence and Demonstrating integrity. Moreover, we also expect the following:

Required qualifications:

- At least Bachelor degree in a relevant field is required;
- At least 3 years of work experience within NGO sector project implementation desirable;

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

Competencies:

- Ability to work independently and to take individual decisions with minimum supervision
- Ability to be a constructive team-player, and to be flexible in regard to tasks and responsibilities
- Capability to prioritize work and to handle pressure from strict deadlines and periodically long hours
- Committed and supportive attitude towards all ethnic groups in Kosovo with the ability to function within a diverse multi-ethnic and multi-cultural working environment

Internal relations

Regular daily meetings will be held between the Incumbent and other DRC staff in order to assure mutual understanding of priorities for the Project. Weekly meetings will be held between Incumbents and Head of Office in order to support that the project is implemented within the framework of DRC values, norms and operational principles.

Conditions

- *Contract length:* 9 months, subject to funding availability
- *Duty station:* DRC offices in Mitrovicë/a, Kosovo
- *Commencement:* July 10th, 2017

Interested candidates can send their CV including references and a motivation letter (max. 1 A4 page) in English only to vacancies@drc-kosovo.org or directly to DRC in Pristina: Mark Isaku Street 30, no later than **Friday 16 June 2017, 17:00 hrs.**

For more information please email administration@drc-kosovo.org or call: 038/243-793

Persons with disability, women and minorities are strongly encouraged to apply. Please be informed that only short listed candidates will be contacted.

Job title: SBIFM Programme Manager
Overall purpose of the role: Programme Manager will be responsible for overseeing the administration, programs and strategic plan of the SBI Foundation, including fundraising, marketing and community outreach.
Responsibilities: (in bullet points): <ul style="list-style-type: none">• <i>Leadership-</i> participate with the Board of Directors in developing a vision and strategic plan to guide the organization; identify, assess and inform the Board of Directors of internal and external issues that affect the organization; act as a professional advisor to the Board of Director on all aspects of the organization's activities; foster effective team work between the Board and the Programme Manager and between the Programme manager and staff; act as a spokesperson for the SBIM Foundation.• <i>Operational planning and management-</i> develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization; ensure that the operation of the organization meets the expectations of its clients, Board and Funders; oversee the efficient and effective day-to-day operation of the organization; draft policies for the approval of the Board

and prepare procedures to implement the organizational policies; ensure that personnel, client, donor and volunteer files are securely stored and privacy/confidentiality is maintained; provide support to the Board by preparing meeting agenda and supporting materials.

- *Planning and Management*- lead the planning, implementation and evaluation of the activities and services; ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board; monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality; oversee the planning, implementation, execution and evaluation of special projects.
- *HR planning and management*- determine staffing requirements for program delivery; supervise the implementation of the human resources policies, procedures and practices; establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations; recruit, interview and select staff that have the right technical and personal abilities; conduct an annual performance review; coach and mentor staff as appropriate to improve performance.
- *Financial planning and management*- work with staff and the Board to prepare a comprehensive budget; work with the Board to secure adequate funding for the operation of the organization- research funding sources, oversee the development of fund raising plans and write funding proposals to increase the funds of the organization; ensure that sound bookkeeping and accounting procedures are followed; provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization; ensure that the organization complies with all legislation covering taxation and withholding payments.
- *Community relations/advocacy*- communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization; establish good working relationships and collaborative arrangements with community groups, funders and other organizations to help achieve the goals of the organization.
- *Risk management* -identify and evaluate the risks to the SBIFM clients, staff, management, volunteers as well as, property, finances, goodwill and image; implement measures to control risks.

Experience and technical competencies: 3 or more years of management experience in a non-profit sector. Demonstrate knowledge of:

- leadership and management principles as they relate to non-profit sector;
- Kosovo legislation applicable to non-profit sector, including: employment standards, human rights, occupational health and safety, charities, taxation, health coverage etc.
- current community challenges and opportunities relating to the mission of the foundation;
- human resources management;
- financial management
- project management

- fund-raising

Education: University degree in a related field

Languages: fluent in:

- English
- Albanian
- Working knowledge of Serbian

Key stakeholders: (internal and external)

- DRC
- SBIFM start-ups and Vocational Training Centre
- Employment Office
- Municipality
- MLSW
- MTI

Core competencies	Basic	Advanced	Expert
Striving for excellence	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Collaborating	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taking the lead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communicating	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Demonstrating integrity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

* **Basic:** I master the essentials, but may at times need help from others

* **Advanced:** I can work independently at full professional level.

* **Expert:** I am the go-to person when others need help.