



Position: **Project Officer**

Project: **UNICEF Innovations Lab Kosovo**

Application Deadline: **26 February 2018**

Background

NGO Peer Educators Network (PEN) advertises a vacancy announcement for Project Officer for Innovations Lab Kosovo, a program of UNICEF implemented by PEN.

Responsibilities:

- Will work closely with Programme Coordinators and Project Officers;
- Conduct monitoring and evaluation of Innovations Lab-supported youth-led projects in compliance with UNICEF's established monitoring standards;
- Oversee a portfolio of youth-led projects from inception through implementation to conclusion;
- Provide support and guidance to programme participants on sustainability and revenue models, by following closely projects' flow and activities;
- Assist in the preparation and implementation of Innovations Lab Workshops - mobilizing young people to participate in BYFY and YEP initiatives by conducting outreach activities in the form of mini-workshops;
- Support the preparation and implementation of youth network activities;
- Contribute to the monitoring and documentation of the above, including the longitudinal monitoring of activities and participant outcomes;

Qualifications:

- Relevant university degree, i.e., Social Studies, Economics.
- A minimum of 3 year of work experience in the NGO sector, with particular focus in organizations in the youth sector, social inclusion and entrepreneurship,
- Previous experience with human-centered design methodology is highly desirable;
- Previous experience in working with marginalized groups and minority communities;
- Highly motivated, takes initiative; is flexible and, work independently and as well as in teams;
- Excellent interpersonal and presentation skills; comfortable leading large groups
- Fluency in Albanian, both written and spoken.
- English is essential, both written and spoken; knowledge of Serbian is an advantage.
- Possession of driving license (Category B) is mandatory.

Men and women are equally encouraged to apply for this position.

All interested candidates should send their CV, a letter of motivation and proving their list of references at this email: apply@kosovoinnovations.org the latest by 26.02.2018. When sending the





application please add the subject line: **“Project Officer”**. Applicants who meet the qualification criteria, send all documents and are short listed will be notified for an interview.

