



**Position: Project Officer**

**Project: Pro WO+MAN Gender Resource Hub**

**Application Deadline: 23 March 2018**

**Starting Date: 01 April 2018**

**Duration of Initial Contract: 8 months (with possibility of extension)**

### **Background**

Pro WO+MAN Gender Resource Hub project works with stakeholders in Kosovo to increase their capacities in adopting gender fair practices in their organizations. Through interactive coaching sessions and an online platform, Gender Mainstreaming is introduced as a strategy to include the gender perspective at all levels and all areas of non – governmental organizations and labor unions.

### **Responsibilities:**

- Organize, lead and/or assist with the training and coaching sessions for gender mainstreaming
- Organize meetings and events as foreseen in the project
- Maintain and update the online platform with gender tools
- Conduct research regarding the topics related to the project aim
- Provide logistical support and carry out evaluation for the trainings, workshops and other project activities
- Follow the flow and assist on successful implementation of all project activities

### **Required competencies:**

- Degree in social sciences (political science, sociology, gender studies, human rights and development etc.)
- Knowledge/ expertise in gender mainstreaming and gender equality
- Proven experience of combining formal expertise on gender mainstreaming and gender equality with experience of applying these concretely to specific programs
- Proven experience of leading action learning processes, and delivering trainings on gender-responsive programming
- Familiar working with non-governmental organizations, labor unions and public institutions
- Ability to communicate ideas in a manner conducive to their practical application and comfortable working as part of a team to add value to collective results
- Fluency in Albanian and English is essential, both written and spoken; knowledge of Serbian is an advantage

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

All interested candidates should send their CV, a letter of motivation and copies of documents proving their academic background at this email: [apliko@ngo-pen.com](mailto:apliko@ngo-pen.com) the latest by **23<sup>d</sup> of March, 2018**. Applicants who meet the qualification criteria and send all documents on time will be notified for an interview.

