



Republika e Kosovës
Republika Kosova-Republic of Kosovo
Qeveria - Vlada-Government

Ministria e Kulturës, Rinisë dhe Sportit/Ministarstvo Kulture, Omladine i Sporta/Ministry of Culture, Youth and Sports

Departamenti i Rinisë/Departman Omladine/Youth Department
Sektori për Edukim dhe Promovim Shëndetësor/Nën - njësia për zbatimin e projektit të FGATM për HIV

Based on the Regulation 2001/36, on the Kosovo Civil Service, Administrative Instruction No.2003/2, Administrative Instruction No.MPH/DACS 2003/01, the Project Management Unit (PMU) of the Project financed by GFATM, within the Ministry of Culture, Youth and Sports announces the following:

A D V E R T I S E M E N T

For the vacancies:

Position: **Project Coordinator Assistant**
Location: Prishtina
Duration: June 2014 (with three month probation period)
Contract form: Full time (40 hours a week)
Reports to: Project coordinator

Duties and Responsibilities:

- Assist in organization and implementation of project activities based on projects action plan.
- Identification and implementation of eventual extra needs for successfully projects implementation.
- Cooperation with institutions and organizations identified for the implementation of project activities.
- Respect and implementation of Global Fund rules as well as Kosova civil service rules.
- Organize field trips to Youth Centers and other organizations based on project needs.
- Reporting on specified periods based on Global Funds rules.
- Monitoring and evaluation of project based on Global Funds rules, as well as Kosova civil service rules.
- Participation in important meetings and trainings relevant to the project activities.

Qualifications:

- Have completed high school and be or have completed high school;
- Minimum of 2 (two) years of working experience in HIV/AIDS field;
- Experience in management and implementation of specific project activities;
- Strong skills to negotiate, communicate, and judge right and reason full;
- Ability to write narrative reports;
- Ability to testify in spoken and written English Language skills;
- Computer knowledge, especially Microsoft Office (Word, Excel, Power Point, Internet);
- Readiness to work long hours according to the needs of project implementation deadlines;
- Be willing to work under pressure;
- Proven ability to work in complex multi-sectoral environments;
- Team player, with excellent interpersonal communication skills;

- Willing to work flexibly to help achieve the goals of the project and to undertake such other duties as maybe required by the Project coordinator;
- Knowledge of Kosovo's official languages, required;
- Excellent knowledge of English language, written and spoken, required.

Document for Applications:

- Detailed CV
- Letter of recommendations
- Diplomas, certificates and authentications

P.S. Documents for application should be sent till 02 of December 2011 at the email: mirushe.emini@gmail.com and in hard copy at the Ministry of Culture, Youth and Sports, office nr.01 with the indication for Mrs. Mirushe Emini. Clearly should be indicated the position of application, otherwise the application will not be taken into consideration. Detailed job description will be given to the persons contracted. Section for Health Promotion and Education is promoting smoke free environment.