

Organization **Help-Hilfe zur Selbsthilfe e.V.**, within the RECONOMY project “Digitalization of sectors with growth potential for better economic opportunities”, announces the following vacancy:

Intervention Officer (Kosovo)

1 position in Prishtina, full-time position, limited contract duration of 12 months with the possibility of extension until December 2026

RECONOMY is an inclusive and green economic development program of the Swedish International Development Cooperation Agency (Sida), implemented by HELVETAS Swiss Intercooperation in cooperation with Help and other partner organizations in the Eastern Partnership and the Western Balkan countries.

For the implementation of this programme we are seeking asap a skilled and dedicated Intervention Officer to lead and implement initiatives related to digitalization of sectors with growth potential for better economic opportunities and green jobs using a Market System Development approach. As an Intervention Officer, you will be responsible for designing and implementing interventions, ensuring the market system's performance by delivering results. Your role involves collaborating with stakeholders, analyzing existing systems, identifying areas for improvement, designing and planning interventions, and effectively communicating, monitoring, and reporting on all assigned interventions. The ideal candidate will have a strong background in project management, sustainability, and systems thinking, with a passion for driving positive environmental and social impact.

The Intervention Officer will cover the following countries where the programme is implemented: Kosovo

Close cooperation is expected with the Intervention Officer covering Albania, Bosnia and Hercegovina, North Macedonia, Montenegro and Serbia.

JOB DESCRIPTION

Job title: Intervention Officer

Employment rate: 100 %

Overall goals

A	Coordinate the programme’s activities and partnerships with pilot projects implementers in Kosovo as well as assist regional pilot projects’ implementers in the coordination of activities and partnerships with WB stakeholders/ market actors by the Help/Helvetas Partnership Agreement, assuring quality in implementation and achievement of objectives.
B	Integrate Kosovo into the programme’s knowledge management and learning processes, stimulating active discourse between the programme and its WB partners and stakeholders in line with the overall objectives and approach.
C	Assure compliance of the programme’ activities in WB with required administrative (and financial) processes, most importantly good risk management. Ensure timely support is provided

to the Western Balkans regional Program Manager on programme implementation related administration issues in WB.

1. Main tasks

- A** The Kosovo Intervention Officer is responsible for providing overall coordination of the programme’s activities in Kosovo as well as assisting the national pilot projects’ implementers in the coordination of activities and partnerships with WB stakeholders/ market actors by the Help/Helvetas partnership agreement, including the Technical Document as well as the concept notes developed for the pilot projects. This includes the following main tasks:
- 1) Supervise and support the work of Implementing Partners in Kosovo through regular exchanges and direct collaboration by the Partnership Agreements entered with these organisations.
 - 2) Regularly meet and support the work of WB regional pilot projects’ implementing partners’ counterparts in WB.
 - 3) Provide backstopping support to Partners in the application of an MSD approach and related tools and coordinate additional technical inputs by internal and external resource persons.
 - 4) Conduct continuous research and development in WB to identify entry points for systemic intervention and new partnerships in line with the Help/Helvetas Partnership Agreement.
 - 5) Coordinate the programme’s activities in Kosovo with the government and other critical stakeholders, ensuring transparency and an overall collaborative environment.
 - 6) Regularly meet implementing partners in Kosovo to assure quality in implementation and achievement of objectives, to obtain, analyze and update on country developments – potential challenges/ risks and opportunities.
-
- B** The Kosovo Intervention Officer is responsible for ensuring proper integration and contribution of the programme’s work and partnerships in Kosovo into the programme’s overall efforts on knowledge management and learning, including monitoring and communication. This includes the following main tasks:
- 1) Coordinate necessary monitoring activities (research, capacity building, backstopping, data collection etc.) in Kosovo with the programme’s MRM Lead in line with its MRM manual and requirements, providing evidence for steering, reporting and learning purposes.
 - 2) Coordinate, contribute and co-lead on the generation of communication products with the programme’s Communications Lead and in line with its communication strategy, providing the basis for facilitating an active discourse amongst partners and stakeholders on relevant subjects as well as the programme’s positioning in WB.
 - 3) Coordinate necessary activities for knowledge management and learning in Kosovo with the programme’s KML Lead and in line with its KML strategy, linking activities in Kosovo to the programme’s and Helvetas overall KML to ensure the regional value addition for WB in-country projects.
 - 4) Ensure synergies and regular update of information related to the emerging economic and political developments in Kosovo and provide advice for new entry points in line with the overall Helvetas goals and strategy.
-
- C** The Kosovo Intervention Officer is responsible for assuring compliance of activities as well as those of partners with administrative requirements as laid out in the Help/Helvetas Agreement, Help organisational rules and Codes of Conduct. This includes the following main tasks:

- 1) Monitor compliance of Implementation Partners with rules and processes laid out in the Partnership Agreements and coordinate necessary activities with the Western Balkans Regional RECONOMY Coordinator.
- 2) Plan and co-organize different workshops, events & study trips.

2. Requirements

- Bachelor's degree, preferably in social sciences (law, economics, sociology, political sciences etc.)
-
- Professional working experience in NGO sector, preferably in project management
- Experience with market systems development approach will be a distinct advantage
- Good management and organizational skills, self- initiative, responsibility and reliability
- Developed analytical skills and experience in reporting
- Advanced communication and inter-personal skills
- Ability to work independently and as part of a larger team
- Fluent in English, both written and spoken
- Good IT skills
- Possession of valid driving license B category
- Willingness to work in the field

Interested candidates, with the required qualifications, may submit their application, including a letter of interest, complete Curriculum Vitae and references to Help electronically latest by the 18.12.2023 all in English language.

Email address: jobs@help-kosovo.org

Expected starting date of employment: 01.01.2024

Please indicate the post title in the subject line.

Additional proofs (diplomas etc.) are not needed at this stage.

Applications received after the closing date will not be considered.

Only those candidates that are short listed for interviews will be notified.

Job interviews will be conducted in English language.