

# ipkofoundation

Hajdar Dushi Street, no. 52

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**Position:** Program Associate (Full time )

**Application Deadline:** July 15, 2018 midnight.

## About IPKO Foundation

IPKO Foundation is a local operating foundation in Kosovo whose goal is to seed and support the development of the next generation of leaders with a digital vision for Kosovo. These young leaders may come from any sector or discipline but are united in their embrace of technology, Internet and the information society.

## Responsibilities include:

- Managing and organizing projects and activities of IPKO Foundation
- Monitoring and evaluating projects
- Writing and submitting reports for the Foundation
- Coordinating and working with partnering organizations
- Organizing brainstorming sessions, conducting research, and writing-up summaries of any plan/proposal, event related to the programs of IF
- Representing IPKO Foundation with other various partners and supporters to organize the joint activities/events
- Undertaking all required tasks as required by the Program Manager in regards to the fulfillment of IPKO Foundation's mission
- Assisting in the other general administrative work required to support office work

## Criteria

- Bachelor degree is required.
- A minimum of 2 years experience in a relevant field
- Be fluent in English and Albanian
- Be open-minded and have strong managerial and communication skills
- Flexible and highly motivated to work with other team members

\*This job opportunity is open for all interested candidates. We encourage all beneficiaries of IPKO Foundation's support to apply, including volunteers, scholars, project participants, partners, and other.

If you are interested for this job opportunity, please send your CV, a short motivational letter, and one reference letter (all in English) to the following e-mail address: [info@ipkofoundation.org](mailto:info@ipkofoundation.org) **no later than July 15, 2018 (midnight)**. The subject of the email should be: Application for Program Associate.

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

*\*Keep in mind that only shortlisted candidates will be invited by email for an interview.*