

ipko foundation

Hajdar Dushi Street, no. 52

10000 Prishtinë, Kosova

T +383 (0)49 196 655

info@ipkofoundation.org • ipkofoundation.org

Position: Program Manager (Full time)

Application Deadline: July 15, 2018 midnight.

About IPKO Foundation

IPKO Foundation is a local operating foundation in Kosovo. Our 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.

IPKO Foundation (IF) is seeking for a full time **Program Manager**. The candidate is expected to start as of 1st August, 2018 - 1st May, 2019 with a possibility of extension.

Responsibilities include:

- Management activities include the design of program strategy and activities, daily oversight of operations, management of budgets, problem-solving, monitoring and evaluation of all activities of IPKO Foundation
- Representing IPKO Foundation with other various partners and supporters to organize the joint activities/events
- Oversee the implementation of program by the team, provide feedback, advice and directions as appropriate and ensure that the quality standards are met
- Ensure that all the program activities, financial requirements of the contract, cooperative agreement or grant are carried out.
- Writing complex proposals and budgets, writing reports, developing new opportunities with external partners and funders
- Uses professional concepts and organizational policies and procedures to solve a wide range of difficult problems in creative and effective ways.
- Managing communications with all stakeholders
- Undertaking all required tasks as required by the Program Director in regards to the fulfillment of IPKO Foundation's mission
- Demonstrates initiative in generating solutions or new ideas

- Create respect, sense of community amongst the members of the team, he/she is also responsible to direct and motivate the team and motivate them so all the goals are met.

Criteria

- University degree is required. Master degree is preferable .
- A minimum of 3 years experience in a relevant field .
- Able to manage the team and seeing an operation through from beginning to end.
- Be able to perform and deliver tasks under pressure.
- Be fluent in written and speaking Albanian and English.
- 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 reference letter(s) (all in English) to the following e-mail address: info@ipkofoundation.org **no later than July 15, 2018 (midnight)**. The subject of the email should be: Application for Program Manager.

***If you have any question regarding this position please do not hesitate to contact us through our email address: info@ipkofoundation.org .**

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.*