

ipkofoundation

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Position: Project Manager (Part time)

Application Deadline: July, 15 2018

IPKO Foundation (IF) in partnership with FLOSSK are seeking for a Project Manager (part time)

About FLOSSK

FLOSS Kosovo is a non-governmental non-profit organization established in order to support, promote and develop: Free/Libre Software as defined by the Free Software Foundation; Open Source Software as defined by the Open Source Initiative; Open and participatory knowledge as that supported by the Wikimedia Foundation; Education in information technologies through open courses like those from MIT; Standards, culture and open society by using free and open communication as are those supported by the W3C and Creative Commons.

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.

Background

[Wikimedians of Albanian Language User Group](#) have been approved a grant by the Wikimedia Foundation to support Wikimedia-related activities for six month in Kosovo and with Albanian speaking Wikimedians in Albania and Macedonia. Wikimedia Foundation is the organization behind Wikipedia and its sister projects. [FLOSSK](#) will act as financial sponsor of this grant. In

addition, IPKO Foundation is supporting hiring of a project manager to support organization of these activities. To apply for this position, please read on.

Qualifications

Seeking a young project manager to work on Wikimedia projects, willing to engage with students and promote Wikimedia projects in Kosovo.

- Light technical abilities (ex. HTML syntax)
- Good oral and written Albanian
- Good written English
- Ability to plan, organize and report activities in parallel
- Ability to remain tactful and engage with people of various background in Kosovo and with Wikimedians online
- Excited to teach students through workshops and travel throughout Kosovo
- Engage with the media and promote planned activities
- Budget management and reports
- Shows initiative and is able to work without supervision
- Is able to work weekends and in the afternoon
- Six month half-time position in July-December 2018 with possibility of extension for six months or one year. Stable position after that.

Person will be mentored and guided throughout this period to be able to carry out the tasks above.

Tasks

- Ensure that the tasks described in the [Wikimedia Meta](#) are executed, the targets are reached and budget is executed
- Coordinate with and support activities planned by Wikimedians of Albanian Language User Group in Albania and Macedonia
- Cover communication and monthly, mid-term and final reportings with WMF throughout the grant period
- Report to the WoALUG, larger community of Wikimedians and FLOSSK
- Draft a new six-month grant by November 2018

Application

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 **no later than July 15, 2018 (midnight)**. The subject of the email should be: Application for Wikimedia Project Manager.

This position is highly recommended for part time students or just graduates.

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