IPKO Foundation is hiring!

IPKO Foundation (IF) 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.

For more information, visit IPKO Foundation at ipkofoundation.org

**Position:** Two (2) Hub Project Assistant

**Place:** Lipjan and Gjilan

**Specific Responsibilities:** Specific responsibilities include, but are not limited to:

- Work closely with Hub Project officer and in support of IPKO Foundation supervisor
- Together with the Hub Project Officer conduct outreach and mobilization with high schools to present the project
- Assist to facilitate and deliver best practices, trainings and workshops programme for students and mentors
- Mentor and monitor participating students in trainings and during youth-led project implementation
- Assist in the coordination of project planning and preparation of activities
- Serve as focal point with students for administrative coordination of project implementation activities
- Coordinate and organise meetings, trainings and other project-related trainings, and prepare the necessary materials, including presentations, program guide, agendas and minutes;
- Assist the Hub Project Officer in data collection, data entry and report consolidation.
- Assist the Hub Officer in developing visuals materials for communication such as student recruitment, emails, and event invitations; assisting with other design, review, and production, as needed
- Providing general administrative and organizational support as needed
- Ensures that the hub is inclusive and provides with equal opportunities to adolescents from different backgrounds
- Ensures that rules, procedure and ethical standards working with adolescents and youth are in place and applied
- Other duties as assigned.
Qualifications:
Successful candidate will have the following skills & experience:

- At least 2 years of relevant experience
- At least a Bachelor degree level in a relevant discipline such as social science or education is required.
- Experience in planning, presenting and coordinating the work of project implementation activities
- Experience with developing and/or implementing work plans for field based projects preferred
- Experience in working with CSOs
- Fluency in Albanian and English language, both written and oral, to be able to communicate professionally to senior stakeholders is required.
- Be open-minded and have strong coordination and communication skills.
- Flexible and highly motivated to work with other team members
- Ability to work independently and in a team

How to apply:

If you are interested in the position, please send the following materials in a single PDF document:

- CV
- Cover letter demonstrating your interest in the position and relevant experience
- 2 References

Incidentals and logistical expenses will be covered by the program.

Please send the above mentioned documents to the following e-mail address: hr@ipkofoundation.org no later than 28.08.2019. The subject of the email should be: Hub Project Assistant / Lipjan or Gjilan (Mention the city you are applying for)

IPKO Foundation appreciates all applications, but only shortlisted candidates will be contacted.

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