**COALITION OF NGOs FOR CHILD PROTECTION IN KOSOVO – KOMF**

**Vacancy Announcement**

**SUMMARY**

Coalition of NGOs for Child Protection in Kosovo – KOMF, established in 2011, is a coalition composed of 34 local and international NGOs working in the child protection field, with the joint mission to advocate and protect the rights of children in Kosovo.

KOMF supported by UNICEF Kosovo and in partnership with USAID, is implementing the project “Strengthening social service workforce to provide continued quality social services for most vulnerable children and their families in Kosovo”. The project has four main objectives as follows: 1. Strengthen capacities of child protection and non-child protection front-line workers, to implement the Law on Child Protection, enabling provision of quality and sustainable protection services for children; 2. Strengthen capacities of social service workforce to provide quality social services for children; 3. Strengthen capacities of Municipal Directorates of Health and Social Welfare and CSWs on planning, monitoring, budgeting, and contracting of social services; 4. Increase awareness of decision makers, social workforce and wide public, on the importance of social work and provision of quality social services.

To support the implementation of this project, KOMF is announcing this vacancy for the position of Capacity Building & Monitoring Specialist

**Position:** Capacity Building & Monitoring Specialist CBMS

**Place:** Prishtina based, with travels in other cities as per project activities

**Work time:** Full time (40 hours per week)

**Starting date:** July 2022

**Contract duration:** One year contract, with possibility of extension

**General position summary:**

The Capacity Building and Monitoring Specialist will be responsible to lead the Capacity Building process of social workforce to deliver quality social services and tolead the Monitoring process on the implementation of the legal framework on child protection and social services. The CBMS will also be in charge to plan and implement the capacity building activities deriving from the monitoring findings. In addition, CBMS will support advocacy initiatives deriving from the findings of the research and monitoring of the legislation.

**Main responsibilities:**

* Develop and Lead monitoring strategy on the implementation of the legal framework on child protection and social services, with focus in monitoring the implementation of the Law on Child Protection;
* Implement the monitoring process and drafting of the Monitoring Report on the implementation of the Law on Child Protection;
* Develop Capacity Building activities such as trainings, workshops, on-job training, mentoring sessions etc., on child protection and social services;
* Supervise the implementation of the capacity building plan by regular monitoring of activities and frequent field visits; Monitor the implementation of the recommendations derived from the supervision of the capacity building plan;
* Support advocacy initiatives deriving from the findings of the research and monitoring of the legislation.

**Knowledge & Experience:**

* Diploma in Law, Social Sciences, Public Policy, or related fields. Advanced university degree in these fields, is a strong asset;
* At least five years of working experience including capacity building, monitoring and evaluation, management, planning, in civil society organizations;
* Previous professional experience in drafting and conducting Monitoring processes;
* Previous experience and knowledge in children’s rights organizations is preferred;
* Strong interpersonal skills, ability to establish and maintain effective work relations with the team but also to work independently;
* Proficiency in computer, Microsoft Office programs: MS Word, MS Excel, MS PowerPoint, Internet, etc;
* Excellent knowledge, both written and verbal in Albanian & English (Serbian would be an asset).

**All interested candidates are invited to send their application documents via email;** [**info@komfkosova.org**](mailto:info@komfkosova.org)**.**

* CV
* Cover Letter
* Three references from previous employers.

**Deadline for submission:**

* Application documents has to be received by latest on 24 June 2022, by midnight. Applications must be submitted in English language. Applications received after the deadline will be not considered.

**Please note that only selected candidates from their documentation will be notified for the interview.**

*All KOMF employees will read and sign the service contract, together with the below listed documents: KOMF internal personnel regulations, child protection policy, policy against sexual exploitation and abuse and KOMF job description. The mentioned documents constitute the integral parts of the employment agreement between the employer and the consultant.*