**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 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, is announcing this vacancy for the position of Field and Logistic Assistant.

**Position:** Field and Logistic Assistant FLA

**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 Field and Logistic Assistant will be responsible to support KOMF Project Management Team for the smooth implementation of the of activities planned under the project “Strengthening social service workforce to provide continued quality social services for most vulnerable children and their families in Kosovo”.

**Main responsibilities:**

* Provide administrative support in organizing events, workshops and other project activities;
* Provide all necessary administrative and logistical support for the smooth run of the project;
* Provide support in procurement, in accordance with KOMF and Donors’ Procurement Regulations;
* Manage project supplies/assets and ensure regular maintenance and infrastructural repair;
* Maintain regular contacts with service providers and ensure provision of the service agreements;
* Provide field support and maintain written monthly travel expenses record (log book);
* Conduct other activities as requested and deemed necessary in frame of the project implementation.

**Knowledge & Experience:**

* Degree in Economy, Business Administration or other related fields;
* Minimum three years of experience in field/logistic assistance and office management;
* Advanced skills in administration, planning, communication and coordination;
* Experience in procurement processes;
* Experience and knowledge in children’s rights organizations is preferred;
* Analytical, negotiating and communication skills;
* Strong interpersonal skills, ability to establish and maintain effective work relations with the team;
* Proficiency in computer, Microsoft Office programs: MS Word, MS Excel, MS PowerPoint, Internet, etc.;
* Experience with IT support is considered an asset;
* Excellent knowledge, both written and verbal in Albanian & English (Serbian would be an asset)
* Valid driving license – B category;

**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.*