

POSITION DESCRIPTION

Position Title: Guidance Counsellor
Duty Station: Prizren
Position Category: Full-time
Position is contingent funding: Austrian Development Cooperation, Renovabis, Caritas Austria, Secours Catholique-Caritas France

PROGRAM SUMMARY:

Caritas Kosova (CK) is implementing an Renovabis and ADA - funded project lasting up October 2025 titled: ***Youth Overcoming Unemployment Regionally through Job Opportunities on the Balkans*** aiming to support the creation of sustainable employment for youth. This three-year project geographically focused in Prishtina, Prizren, Gjakovë, Suharekë, Ferizaj, Viti, Mitrovicë and Vushtrri is supporting self-employment through the career orientation, soft skills trainings, professional trainings, internships, and grants to vulnerable youth looking for a job or willing to launch or develop their income generation activity/business. The project also supports networking and involvement of relevant stakeholders to reduce the gap between unemployed people and the labour market.

Caritas Kosova is looking for a **Guidance Counsellor** in Prizren with a **good experience in implementing projects**. A fluent and good written English, good computer skills and a strong ability to work in multi-ethnic environment and team are required.

The person is recruited by Caritas Kosova and works under its authority.

GENERAL POSITION SUMMARY:

1. Prepares plan together with the Project Coordinator, implement and monitor the project: as described in the project proposal, project manual, guidance cancellers manual and according to the guidance of PC.
2. Follows actions related to the project and cooperate with other guidance cancellers of the project.
3. Organizes in Prizren region all activities included in the action plan described in the project proposal. The Guidance Counsellor will pay a particular attention to the methodology and time schedule, the budgeted and the respect of the Renovabis, ADA and Caritas Austria procedures.
4. Follows the coherence of all actions and proposes amendments if necessary, according to feedback from the field.
5. Solves all administrative issues related to the implementation of the actions together with other guidance cancellers of the project.
6. Organizes coordination meetings in the region to facilitate the project implementation



7. Responsible for the project communication and promotion for the region in close cooperation with Project Coordinator
8. Maintain contact and liaison between the different stakeholders in Prizren region and reports to Project Coordinator in case of any difficulty
9. Implement the project activities in accordance with Do no harm principles and with the rights of the most vulnerable groups (such as people with disabilities, from minority groups, women, etc)
10. Ensure that beneficiaries are aware of the Beneficiary Complaint mechanism!
11. Respect the Do no harm principals and the rights of the post vulnerable groups.
12. Report to the Project Coordinator in case of potential risks or non-respect of do not harm principles, human rights, accountability and transparency engagements.

REPORTS DIRECTLY TO: Project Coordinator

Required experience and skills:

University degree or BA or equivalent in psychology, sociology, economic development, business administration, vocational education, or another related field. Minimum 3 years of project implementation experience working on successful market development, small business development, or employment generation projects. Good knowledge and experience in conducting need assessments and market analysis.

History of working effectively and respectfully with local government, NGOs, multi-ethnic groups, international actors and other partners in multi-ethnic settings desired. Experience with small grants administration desirable. Experience with supervising and guiding team members toward accomplishment of the program goal.

Demonstrated attention to detail, ability to follow procedures and meet deadlines. Demonstrated ability to work independently with minimal supervision. Except Albanian, have a fluent English and Serbian (spoken and written) is asset. Working knowledge of Microsoft Word and Excel computer applications. Valid driver license required and ability to travel throughout Kosovo.

Conditions:

- 100% of engagement,
- Attractive salary
- Job is based in Prizren with frequent travels in Kosovo and abroad

Applications:

To apply, please send your complete electronic application (letter of motivation, CV, one reference) for interviews to: info@caritaskosova.org and CC to: alfred.pjetri@caritaskosova.org

Deadline for applications shall be **18th of February 2024**. **Interviews with shortlisted candidates will be held immediately in the week after the deadline**. Job starts 1st of March 2024.

NB: Regretfully only short list of successful candidates will be contacted.