

## **Announcement**

**Job title:** Project Manager

**Duty location:** Prishtinë

**Nature of employment:** 62.5% of engagement.

**Reports directly to:** Executive Director and Head of Care Sector of CK.

**Subject to reservation:** Funding agreement has not been yet signed.

**About the Role:** The Project Manager is responsible for managing human and financial resources and ensuring the quality control of the action. The Project Manager will coordinate closely with all project team, to plan, implement, supervise and monitor project activities and ensure progress towards overall project goals including confidence building, increased transparency and local participation.

### **Program summary:**

The C.A.R.E.S. project provides critical medical, nursing, and psychosocial support to older adults in Ukraine, Kosovo, and Bosnia and Herzegovina, addressing the challenges of inadequate state care, rising costs, and social isolation exacerbated by migration and crises. With a focus on gender-sensitive care, especially for older women, the project strengthens resilience by offering direct home care, training for caregivers, and advocacy efforts aimed at systemic change. Through these actions, C.A.R.E.S. improves the well-being of marginalized populations, contributing to the UN Sustainable Development Goals (SDG 1, 3, and 10) and advancing gender equality in the care sector.

### **General position summary:**

1. Prepares plan together with project team, supervise the project: as described in the project proposal and implement the project in targeted areas.
2. Follows all actions related to the project and coordinates the project team.
3. Coordinates all activities included in the action plan described in the project manual. The Project Manager will pay a particular attention to quality approach, the budget and the respect of the Donor and Caritas procedures.
4. Leads and follows the coherence of all actions and proposes amendments if necessary according to feedback from the project team, partners, associates and sub-contractors and various relevant stakeholders.

5. Solves institutional issues related to the implementation of the actions together with the project team.
6. Organizes the procurement aspects for contracting the supply, service providers, events, meetings, trainings, visits, etc. together with the Financial Officer.
7. Organizes staff meetings and all coordination meetings: meetings of management committees, pilot committees and other meetings, as planned.
8. Maintain contact and liaison between the different stakeholders in region especially with Project Managers in other countries that are part of the project.
9. Maintain liaison and communication with donors.
10. Prepare risk analysis and reviews the prevention plan.
11. Ensure that the project and its staff operate in accordance with Do no harm principles, and that a specific focus is put to ensure that the rights of the most vulnerable groups (such as people with disabilities, from minority groups, women, etc) are respected.
12. Ensure that the Management Committee is representative for all the different groups of beneficiaries, partners and local authorities.
13. Implement a Beneficiary Complaint mechanism accessible for all beneficiaries.
14. Ensure the follow up of the visibility, risk prevention and advocacy plans and update if needed.
15. Respect the Do no harm principals and the rights of the post vulnerable groups.
16. Report to the HQ in case of potential risks or non-respect of do not harm principles, human rights, accountability and transparency engagements.

**Necessary qualifications:**

- Bachelor's Degree or Master's Degree in social science, healthcare administration, social work, business administration, or other related field.
- Project Management Experience: Minimum of 3 years of experience managing projects, preferably in the healthcare or social services sectors.
- Healthcare/Social Services Experience: Hands-on experience in home care, healthcare administration, or social services is crucial. Experience in advocacy or community health programs can also be valuable.
- Experience and knowledge in dementia is very valuable.
- Leadership Roles: Demonstrated experience in leading teams, managing cross-functional projects, and working with diverse stakeholders.
- History of working effectively and respectfully with local government, NGOs, multi-ethnic groups, and international actors, desired.
- 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.
- Fluency in English (spoken and written) is required.
- Working knowledge of Microsoft Word and Excel computer applications.



- Valid driver license required and ability to travel throughout Kosovo.

**Applications:**

To apply, please send your complete electronic application (letter of motivation, CV, one reference) for interviews to: [info@caritaskosova.org](mailto:info@caritaskosova.org) and CC to: [alfred.pjetri@caritaskosova.org](mailto:alfred.pjetri@caritaskosova.org). Please include 'Project Manager Application – [Your Name]' in the subject line.

Deadline for applications is 27 of September 2024. Interviews with shortlisted candidates will be held immediately in the week after the deadline. Job starts 1st of October 2024.

**Please note:** Due to the high number of candidates, only shortlisted candidates will be contacted.