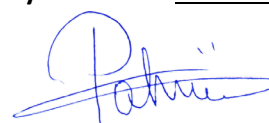


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Job Description

Date of entry into force: **13.04.2021**



Position:

Project Officer – Higher Education

Quality, Accountability, Integrity, Transparency in higher education (QAINT)

Summary of the Project

The Quality, Accountability, Integrity, Transparency in higher education (QAINT) project is intended to align the Kosovo higher education system with international standards of quality, transparency, integrity, and accountability.

The Outcome of this project is to enable Kosovo higher education system to intrinsically act on internationally aligned quality, transparency, integrity, and accountability standards, whereas its long-term impact is improved quality and competitiveness of the higher education sector, which contributes to social and economic development of the country.

The target groups for this project are: 1) Kosovo Accreditation Agency (KAA), a national body responsible for external quality assurance in higher education; 2) Ministry of Education, Science, Technology, and Innovation (MESTI), responsible for planning the development of higher education in Kosovo; 3) Seven public universities in Kosovo, accounting for 64% of the total student population in the country, organized in the Kosovo Rectors' Conference; 4) Student groups, representing interests of more than 70,000 students in 7 public universities in Kosovo; 5) Young academic staff in Kosovo public universities, primarily young university assistants and post-docs.

Qualifications

- BA/BS degree in Education, Social Sciences, Economics or a related field;
- Knowledge of the field where you manage projects;
- Advanced knowledge in administrative and financial aspects of project management;
- Excellent written and oral communication skills in Albanian and English;

Other skills

- Must be able to work both independently and as part of a team;
- Experience in organizing training activities and events;
- Extensive knowledge on writing, editing and proofreading text
- Advanced computer skills;
- Strong organizational skills including task and time management, ability to multi-task, establish priorities, and meet deadlines;
- Excellent attention to detail, analytical skills, ability to think strategically and work without daily supervision;
- Experience with higher education is advantage
- Creativity, flexibility, and excellent interpersonal skills.

Tasks and responsibilities

- Support the Project Manager to implement all activities arising from QAIN T Project as per agreed annual workplan;
- Supports in conceptualizing and writing of project activities;
- Supports and ensures that project activities are successfully implemented in accordance with the project timeline, including drafting of action plans, budgets, implementation plans, biannual and final reports
- Represent QAIN T Project and prepare meeting minutes, agendas, handouts and presentations for meetings, workshops, and conferences;
- Organizes meetings, workshops, conferences, round table meetings, as requested,
- Create media releases for project events and report publishing, edit and customize content for all our platforms, including Project's website, and social media.
- Translating documents from Albanian to English and vice versa and communication upon request from Project Manager;
- Organize logistics for different activities, such as materials; meal and refreshments; and transportation if required;
- Any other duty requested by the Project Manager

Reporting

Project Officer reports to the Project Manager.

Working hours

Project Officer will have a full working schedule of 8 hours at KEC offices, adding overtime work depending on the needs and specific requirements by senior management.

Remuneration

The remuneration is made in accordance with the employment contract.

Version	Description of amendment	Data
1.0	Initial publication	13.04.2021