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Job Description

Date of entry into force: **15.07.2021**



Position:

Junior Program Officer
After School Support for Teens (ASSET) Program

Summary

The After School Support for Teens (ASSET) Program is a five-year cooperative agreement with USAID. ASSET has the goal of increased employability of Kosovo's in-school youth (Grades 10-12) so they are better prepared to transition from being students to productive, contributing members of society. This goal will be addressed through a combination of activities that provide teens with useful, practical content in financial literacy, entrepreneurship and other workforce readiness efforts, including building stronger linkages between the education sector and the private sector in the delivery of these activities.

The Junior Program Officer is responsible for supporting the Program in implementing the planned activities. The Junior Program Officer will work closely with the Program Manager in organizing and supervising teacher professional development activities and follow-up activities related to the sustainability of Program interventions in partner schools. His/her main work will include organization of activities with teachers in the field for all Program partner schools, such as projects week, establishing students' enterprises, etc. He/she will work closely with other Program staff (administration and logistics) to ensure timely and effective delivery of activities, according to the plan. In addition, he/she will support the Program Director and Manager in coordinating different activities with consultants and facilitators, such as PVE (Preventing Violent Extremism), Program events, etc. He/she will also coordinate with the MEL Officer to ensure timely data collection and reporting.

Qualifications

- BA/BS in Education, Psychology, Economics or a related field;
- Experience in organizing training activities and events;
- Experience in report writing;

Other skills

- Must be able to work both independently and as part of a team;
- Excellent written and oral communication skills in Albanian and English;
- 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;
- Creativity, flexibility, and excellent interpersonal skills.

Tasks and responsibilities

- Support the Program Manager to implement the teacher professional development activity schedule as per agreed annual workplan;
- Support the Program team in coordinating the PVE activity in the field;
- In coordination with the partner schools (school directors, school quality coordinators, and school facilitators) agree the activity schedule, list of participants and other needed information;
- Invite participants of different activities and provide follow-up communication with schools to ensure participation of teachers in Program activities;
- Organize logistics for different activities, such as materials, meal and refreshments, and transportation if required;
- Conduct field visits to monitor implementation of professional development activities in partner schools;
- Support the Program team in organizing activities in partner schools for Project-Based Learning, Student Enterprises, etc.;
- Make sure that approved consultant reports are scanned and printed for filing purposes;
- Support the process of data collection and reporting for MEL (Monitoring, Evaluation, and Learning) purposes;
- Prepare short reports for USAID weekly updates and contributes to quarterly and annual reports;
- Participate in meetings and prepare meeting minutes as required;
- Any other duty requested by the Program Director and Program Manager.

Other responsibilities

- Support the Program team in organization of other Program events, such as field visits, meetings, and conferences;
- Support the process of consultant and staff recruitment if required.

Reporting

The Junior Program Officer reports to the Program Director and Program Manager.

Working hours

The Junior Program 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.