



**Republika e Kosovës-Република Косово-Republic of Kosovo**

**Qeveria – Влада -Government**

*Zyra e Kryeministrit / Канцеларија премијера / Office of Prime Minister*

*Zyra për Çështje të Komuniteteve/ Канцеларија за питања заједница /Office for Community Affairs*

**The Office of Prime Minister/Office for Community Affairs, in conjunction with the British Embassy, is announcing a job vacancy for a new Senior Advisor position.**

**Senior Advisor, Office for Community Affairs**

**TERMS OF REFERENCE:**

**Advise the Head of the Office for Community Affairs (OCA) on issues related to the Project including:**

- Monitor the implementation of the project;
- Inform and advise the Head of OCA and implementing partners and provide substantive input and support in a timely manner on all issues related to the coordination of the Project;

**Coordinate issues related to the Project including:**

- Coordinate with the Head of OCA about the activities of the team members, on capacity assessments, monitoring and evaluation and human resources of the project;
- Coordination of donors and international organizations linked to the project, focussing on the areas of education and economic development. Eliminate the duplication of efforts and ensure effective use and equity of fund distribution.

**Evaluate policy on communities' related issues including:**

- In coordination with the head of OCA and the Policy Officer contribute to, analyse and provide advice regarding policy affecting communities' rights at central level and interests relating to the project;

**CRITERIA**

**The successful candidate will require:**

- Fluent written and spoken English.
- A minimum of five years experience in a senior advisory role in Government or an international organisation.
- Experience of working in the Balkans and familiarity with the legal and political framework for community affairs.

**The successful candidate would also ideally have:**

- ❑ A University degree in a relevant subject (law, minority rights, international politics & development).
- ❑ A working knowledge of one of Kosovo's official languages.

**This role is funded by the British Embassy in Pristina. Salary is competitive.**

Covering letter and CV should be sent to the email address [gendresa.beqiri@rks-gov.net](mailto:gendresa.beqiri@rks-gov.net)

**Application deadline: 15 days from 15.03.2013 (until 29.03.2013 at 4.00 PM)**

**Only shortlisted candidates will be contacted for interview.**