TERMS OF REFERENCE
PROJECT MANAGER

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Duration of Assignment:
Five months (subject to successful completion of probationary period) with the possibility of extension. Preferred start on 1 March 2023.

1. BACKGROUND

NGO Domovik was established in 2010. Domovik is specialized in conducting activities related to child protection and education, health and well-being of children, youth, and members of vulnerable groups. Domovik is committed to helping people understand the factors that affect their life quality. Given the organization's orientation, all projects implemented by Domovik contribute to the implementation of its strategic plan.

The project manager's role will be to perform various tasks related to project implementation, in line with Domovik's Strategic plan, and the specific requirements of the donors. The project manager will be in charge of working with implementing partners, relevant stakeholders, and experts/contractors.

2. Description of the assignment

The Project Manager will work under the overall guidance and supervision of the Programme Director. Duties and responsibilities will include but will not be limited to:

1. Creating long-term and short-term plans according to organizational goals
2. Coordinating tasks with members of the project team, according to their positions in the project, respecting the principles of effectiveness and efficiency
3. Identifying and managing all potential risks and threats during project implementation
4. Developing and controlling deadlines, budgets, and activities
5. Managing relationships with beneficiaries and stakeholders
6. Monitoring project progress and set deadlines
7. Optimising and improving processes and the overall approach where necessary
8. Preparing project-related reports for the programme manager, executive director, and the board
9. Motivating team members and maintaining positive and stimulating working environment

6. QUALIFICATIONS AND COMPETENCIES

- BA degree, MA degree is preferable
- Strong organizational abilities, including strategic planning, delegating tasks, program development, facilitation
- Strong financial management skills, including budget preparation, analysis, decision making and reporting
- Three years of experience in project management/coordination in a non-profit organization
- Transparent and high-integrity leadership
- High level of strategic thinking and planning
- Demonstrated ability to oversee and collaborate with staff
- Strong written and oral communication skills
- Strong work ethic with a high degree of energy
- Proficiency in Serbian and English

TRAVEL REQUIREMENTS

The position will be based in Domovik's office in Mitrovica North. The incumbent will be required to travel to locations in northern Kosovo and Kosovo-wide, based on the specific needs of project implementation.

7. APPLICATION PROCEDURE

Applications must be sent in English or Serbian and entail the following:

- CV and motivation letter
- **(Optional)** Recommendation letters or any other supporting documents the candidate may deem relevant.

8. Zero tolerance for sexual exploitation and abuse

Domovik applies zero tolerance for sexual exploitation and abuse. It is, therefore, required that the interested candidates read and understand the *Anti-harassment, intimidation, and bullying policy* and *Child Safeguarding Policy.* The policies are available in Programmes/Policies section of www.domovik.org website, or through links: https://domovik.org/wp-content/uploads/2021/12/NGO-Domovik-politika-protiv-zlostavljanja-zastrasivanja-i-uznemiravanja.pdf; and https://domovik.org/wp-content/uploads/2021/12/Politika-za-zastitu-deteta.pdf

The selected candidate will be required to submit evidence of no criminal records issued by the competent institution.

The application with clear reference to the assignment title can be submitted at the email address office@domovik.org or as a hard copy at the address Sutjeska bb, L1, Mitrovica North, before 14 February 2023, 17:00 hours local time. Only short-listed candidates will be contacted.