

TERMS OF REFERENCE

Finance & Procurement Officer

Published on 9 July 2026

1. BACKGROUND

NGO Domovik is a civil society organization based in Mitrovica North. Domovik conducts activities related to child protection and education, health and wellbeing of children, youth, and members of vulnerable groups. Domovik seeks to help 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 Finance & Procurement Officer will support the organization's financial, administrative and procurement operations, ensuring that documentation, budgeting, reporting and procurement processes are implemented in a timely, transparent and accountable manner, in line with Domovik policies and applicable procedures.

2. DESCRIPTION OF THE ASSIGNMENT

The Finance & Procurement Officer will work under the overall guidance of the Executive Director and direct supervision of the Financial/Administrative Manager or other designated line manager. The role includes support to financial planning, budgeting, reporting, procurement, documentation management and administrative processes related to project implementation and organizational operations.

3. DUTIES AND RESPONSIBILITIES

Duties and responsibilities will include, but will not be limited to:

- Assisting in the preparation and updating of annual financial plans, project budgets and financial forecasts for revenues and expenditures.
- Supporting budget preparation, budget revisions and financial input during the development of project proposals.
- Supporting the preparation and completion of financial reporting templates and supporting documentation for projects and donors.
- Monitoring project expenditures, assisting with budget tracking, and preparing timely information for internal financial reviews.
- Preparing, organizing and checking financial and procurement documentation, including contracts, agreements, invoices, payment requests, travel logs, reimbursement forms, delivery notes and related records.
- Supporting procurement processes in line with Domovik procedures and donor requirements, including procurement planning, market research, requests for quotations, collection of offers, preparation of comparative tables, procurement files and purchase documentation.
- Maintaining accurate and complete procurement and finance records, ensuring proper filing and archiving in hard copy and/or electronic form.
- Supporting communication and coordination with suppliers, service providers, partners, donors and other relevant stakeholders on finance and procurement matters.
- Providing administrative and logistical support for finance- and procurement-related meetings, including preparation of memos, written reports and other documents.
- Supporting audits, donor verifications and internal control processes by preparing and organizing requested documentation.
- Contributing to transparent, accountable and efficient financial and material operations of the organization.
- Performing other finance, procurement and administrative tasks assigned by the line manager in accordance with the needs of Domovik.

4. QUALIFICATIONS AND COMPETENCIES

- University degree in finance, accounting, economics, business administration, public administration or another relevant field. A master's degree is an asset.
- At least two years of relevant professional experience in finance, administration, procurement or related work, preferably in a non-profit organization and/or donor-funded projects.
- Strong financial management skills, including budget preparation, expenditure tracking, analysis, decision-making support and reporting.
- Good understanding of procurement procedures, supplier communication, procurement documentation and transparent procurement practices.
- Strong organizational abilities, including planning, prioritization, task coordination and timely completion of work.
- Ability to work independently with a low level of supervision, while maintaining regular communication with the line manager and team members.
- High level of integrity, confidentiality, accuracy and attention to detail.
- Demonstrated ability to collaborate with staff, partners, service providers and donors.
- Excellent written and oral communication skills.
- Good computer skills, particularly Microsoft Office, with strong practical knowledge of Excel.
- Proficiency in Serbian and English. Knowledge of Albanian is an asset.
- Strong work ethic, reliability and readiness to work in a dynamic civil society organization.

5. DURATION AND TIMEFRAME

Until December 31, 2026, subject to successful completion of the probationary period, with the possibility of extension. Preferred start: as soon as possible.

6. WORKING ARRANGEMENTS AND TRAVEL REQUIREMENTS

The position will be based in Domovik's office in Mitrovica North. The incumbent will initially work on a part-time basis, with the possibility of transitioning to a full-time arrangement, subject to organizational needs, workload, funding availability, and mutual agreement. The incumbent may be required to travel to field locations in northern Kosovo and Kosovo-wide, depending on the needs of project implementation and organizational operations. Travel and field engagement will be arranged in accordance with Domovik procedures and the selected candidate's contract.

7. PAYMENT INFORMATION

Remuneration will be determined in accordance with Domovik's internal remuneration scale, the part-time nature of the position and available project funding.

8. APPLICATION PROCEDURE

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

- CV and motivation letter;
- Contact details of 2-3 professional references;
- Recommendation letters or any other supporting documents the candidate may deem relevant (optional).

Application with clear reference to the assignment title "Finance & Procurement Officer" can be submitted at the email address office@domovik.org before 23.07.2026, 17:00 hours local time. Only short-listed candidates will be contacted.

Domovik will review applications against the minimum criteria for the position. Candidates with appropriate qualifications and skills may be invited for interview. The selected candidate will be required to submit evidence of no criminal records issued by the competent institution.

Domovik is an equal opportunity employer and encourages applications from all qualified candidates, regardless of gender, ethnicity, religion, disability, age, or other personal characteristics.



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9. ZERO TOLERANCE FOR SEXUAL EXPLOITATION AND ABUSE

Domovik applies zero tolerance for sexual exploitation and abuse. It is, therefore, required that interested candidates read and understand the Anti-harassment, intimidation, and bullying policy and Child Safeguarding Policy. The policies are available in the Programmes/Policies section of the Domovik website, or through the following links:

[Child Safeguarding Policy](#) and [Anti-harassment, intimidation, and bullying policy](#).