



## Call for Job Applications: Two (2) Project Officer Positions

KYC Kosova, is a non-governmental organization (NGO) established in 1999. The organization is committed to working with youngsters for youngsters, in the youth sector; and working with students to raise the quality of education. The organization represents the voice of young people; promotes the self-organized education, development for young people; and actively involve young people in the creation and development of important youth policies.

The vision of the organization is: "Enabling an environment where young people thrive." The mission of the organization is: "Empowering young people through education, meaningful participation and innovation". KYC operates under three (3) main programs: Education, Youth Activism and Youth Development.

KYC is pleased to announce the opening of two (2) Project Officer positions for the "Inclusive Education for Peaceful Communities" project.

**Position:** Project Officer (2 positions)

**Office Location:** Pristina

**Duration:** September 1, 2024 – December 31, 2025

**Working hours:** FTE (40 hrs per week)

**Salary:** 900 Euro (gross/gross)

**Application Deadline:** 18 August 2024

### Key Responsibilities:

#### Field Implementation of Project Activities:

- Conduct on-site visits to targeted schools and municipalities to support and facilitate the establishment and functioning of Student Councils (SC).
- Deliver coaching and mentoring sessions to elected SC members on leadership, decision-making, team management, public speaking, interpersonal communication, and problem-solving skills.
- Organize and oversee regular meetings and activities of SCs to ensure effective knowledge exchange and joint initiatives.
- Assist SCs in monitoring and reporting on the implementation of educational policies focusing on inclusive education, reconciliation, gender equality, and political inclusion.

#### Community Engagement and Coordination:

- Engage with local communities to raise awareness about the project and its objectives, through organizing and facilitating "Local Education Committee" Meetings.
- Foster collaboration between SCs and local stakeholders, including teachers, parents, and Municipal Directories of Education.
- Support SCs in organizing community-based activities and events that promote peacebuilding and inclusive education.
- Collect feedback from the field to inform project strategies and ensure continuous improvement.



### **Advocacy and Peacebuilding Initiatives:**

- Lead advocacy efforts at the local level to promote peaceful coexistence, respect for diversity, and cultural understanding.
- Conduct campaigns and workshops on issues such as discrimination, hate speech, fake news, and human rights.
- Encourage and support student participation in local and institutional decision-making processes related to education and community development.

### **Experience and Qualifications:**

- At least 3 years of experience in project coordination and implementation.
- Proven knowledge in the field of pre-university education or/and youth in Kosovo.
- Proven experience in working directly with youngsters, students, schools and diverse communities.
- Experience in organizing and facilitating workshops, training sessions and advocacy campaigns.
- Strong communication, financial management, IT, organizational and coordination skills.
- Ability to work collaboratively with various stakeholders, including schools, local authorities, NGOs, and community members.
- Knowledge of local languages and English is essential.
- Holds drivers' licence (B category)
- Possesses personal computer/laptop and are willing to use it for work

### **How to Apply:**

Interested candidates are invited to submit the following documents to [kyckosova@gmail.com](mailto:kyckosova@gmail.com) by **18.08.2024**, under the subject **"Job Application"**:

- 1. A cover letter detailing their motivation and relevant experience.**
- 2. A detailed CV.**
- 3. Contact information for two professional references.**

For more information about the project details and the positions, please contact KYC via official email: [kyckosova@gmail.com](mailto:kyckosova@gmail.com).

We look forward to receiving your application and working together to create a peaceful and inclusive environment for all youth in Kosovo.