



**NGO:** Germin ([www.germin.org](http://www.germin.org))

**Position:** Project Officers (Kosovo and Albania)

**Application Deadline:** 20 October 2019

**Preferable starting Date:** 01 November 2019

**Background:** Germin is a non-governmental organization whose core principles and ideals are based on the belief that the Albanian diaspora must play an extensive and proactive role in the positive development of all countries in the Balkans where Albanians live. The **vision** of GERMIN is to lead social innovation that empowers communities abroad and at home to co-create the future of our homeland countries. GERMIN is envisioned as a Diaspora Hub, where entrepreneurs, innovators, donors, and philanthropists and connectors find their place and ways to work together. Most importantly, we see GERMIN as a place where “make a change and innovative things will happen”. The organization was founded and managed the Kosovo Diaspora Initiative ([www.kosovodiaspora.org](http://www.kosovodiaspora.org)), a crowdsourcing digital engagement and diplomacy platform that connects Albanians abroad and leverages their networks and skills to contribute to the home country. We are looking for someone that has proven project management, critical thinking, and analytical skills, technology for development experience. This position will have a duration of 6 months of work (01 November 2019 – 31 March 2020), with the potential of extension. The qualified candidate will support the Project Director with the project related responsibilities.

**Tasks and Responsibility:** The Project Officer will be working directly in the following activities throughout his/her tenure at Germin:

- Assist Project Director and Diaspora Consultant to prepare a detailed work plan for the six months of project implementation;
- Conducts administrative and manages duties related to all aspects of project implementation;
- Prepares weekly reports for PD; carry out daily tasks and responsibilities;
- Support PD identify project stakeholders and manages communication with them;
- Plan, organize and manage stakeholder meetings, Diaspora meetings, etc.
- Lead the communication process and promotion in general of the work;
- Engage in activities in and out of the country of the base (Kosovo and Albania);

**Qualifications and experience:**

- University degree in social sciences, or an area that is related to our organizational work;
- Effective writing and communication skills in Albanian and English is required; the German language would be an asset;



- Strong research and analytical skills;
- Solid knowledge on general policy and decision-making processes, as well as on diaspora related issues;
- Work experience as a project officer for at least two (2) years; and
- Good spirited and teamwork skills.

All interested candidates should send their **CV** and a **Letter of Motivation** via email at [info@germin.org](mailto:info@germin.org) latest by **20 October 2019**. When sending the application, please add the subject line: PROJECT OFFICER. Men and women are equally encouraged to apply for this position. Please note that only applicants that are shortlisted will be notified for an interview.