

## Head of Mission Kosovo

PLAY International is looking for its Head of mission in Kosovo, from August 20<sup>th</sup> 2018.

### PLAY International

PLAY International (PI) is a global NGO that uses the power of sport to educate and empower children facing adversity. Founded in 1999, PLAY International is headquartered in Paris, France, and develops programs in France, Burundi, Kosovo, and with partners in Haiti and Belgium.

PI is active in Kosovo since 2002, using sport to build bridges between communities on a national level. PI's main mission in Kosovo is to contribute to peace-building and reconciliation efforts at the grassroots level; and the empowerment of youth thanks to non-formal education programs and long-term voluntarism. PI also advocates towards governmental institutions for the recognition of sport as an educational tool.

In average, PI runs 3 to 5 projects on a yearly basis, and operates with a team of 10 to 15 people.

### Main responsibilities

The Head of Mission is responsible of PI's Mission in Kosovo.

While the mission is made of 10 to 15 staff, the Head of Mission directly supervises a team of 5 to 6 people (Administrator, Pedagogical Manager and Project Managers).

He/she works under the direct supervision of the Head of Operations in PLAY International's Headquarters in Paris, France.

His/her missions will be as follows:

#### **1. Strategy and mission development:**

##### **1.1 Programs**

- Draft the mission's strategy and update it on a yearly basis
- Supervise the design of projects' activities
- Follow up on the implementation of the projects' activities, and their monitoring and evaluation
- Sustain the regionalisation strategy and identify relevant partners and donors in neighbouring countries (Serbia, Macedonia, etc.)

##### **1.2 Fundraising and donors**

- Monitor donors' strategies, identify calls for proposals and seek funding opportunities
- Manage public relations with donors
- Validate narrative and financial reporting to donors

#### **2. Finances:**

- Update and follow up the Mission's budget
- Ensure PI's accounting and financial procedures are respected and in line with Kosovo law
- Follow up the accounting on a monthly basis and ensure donors' requirements are respected

#### **3. Human Resources Management:**

### **3.1 Supervision of staff**

- Supervise and manage staff members of the PI Mission in Kosovo
- Manage recruitment of new staffs, proceed to mid-term and annual evaluation of current staff, ensure continuous capacity-building of staff
- Ensure PI procedures are in line with Kosovo laws

### **3.2 Security:**

- Assess the level of risks in all regions of Kosovo
- Ensure safety of PI staff
- Inform HQ and relevant organizations at local level of potential risks

### **4. Public Relations and Communication:**

- Ensure visibility and promotion of the PI Mission in Kosovo
- Develop and broaden a network of institutional and civil-society partners
- Ensure relation with media

## **Skills, expertise and experience required**

### **Education**

- Master Degree in International Relations, or Humanitarian action, or Political Sciences

### **Professional experience**

- Previous experience as Head of Mission or similar position
- Previous experience in fund-raising and public relations
- Previous experience in reporting to donors and knowledge of donors' requirements (United-Nations, European Commission)
- Minimum +2 years of work experience managing +3 staffs
- Knowledge of accounting software (SAGA, Quick Book) and prior experience in finance or budget management

### **Skills**

- Excellent communication and negotiation skills
- Excellent writing skills
- Leadership skills
- Strong organization and planning skills
- Management of stress and priorities, ability to work transversally on various projects and with different teams
- Strong teamwork skills
  
- Interest in developing new projects, identifying new opportunities and contributing to the development of the Balkans region
- Interest in the field of development, non-formal education and inter-ethnic dialogue
- Interest or experience working in a multi-cultural, multi-ethnic and gender-balanced environment
- Interest and/or practice of a sport

### **Languages**



PLAY IT HUMAN

- Mandatory excellent knowledge of English (written and spoken)
- Albanian and/or Serbian is a plus.

**Contract**

- Contract: two-year fixed-term contract, renewable
- Salary: according to experience
- Benefits: one annual round-trip, insurance, health care, pension and unemployment
- Location: Kosovo, Pristina
- Starting Date: 20th of August

**Application process:**

CV and Motivation Letter in English shall be sent before 30<sup>th</sup> of June 2018 to Elodie BOUCHOT: [recrutement.operations@pl4y.international](mailto:recrutement.operations@pl4y.international) (mail must be titled: HOM Kosovo + NAME)