

Decentralisation and Municipal Support (DEMOS) is a project co-financed by the European Union in Kosovo, Switzerland, Sweden and Norway and implemented by HELNETAS. The project aims to improve performance of municipalities in governance, management and services contributing to increased citizens' satisfaction. Currently our project team is looking for a:

Senior Intervention Manager

with a focus on Performance Management

Required qualifications and experience

- Master's degree in economics, public finance, public administration or related subjects
- 5 years of experience with central government, local governments and/or civil society
- Experience with performance management and/or project monitoring systems
- Experience with public financial management and/or local finances is an advantage
- Experience with policy/legal development processes is desirable
- Experience with implementing donor funded projects
- Good understanding of local government and decentralisation in Kosovo

Main tasks and responsibilities

- Support the Ministry of Local Government Administration (MLGA) to further develop and manage the Municipal Performance Grant (MPG) independently;
- Design interventions for full institutionalisation of the MPG;
- Design and coordinate capacity development interventions related to MPG
- Support further development and implementation of the Performance Management System (PMS), including the electronic system, ensuring data quality and opening of the performance data to the public
- Support inclusion of civil society organisations in the performance management processes
- Liaise with key stakeholders including MLGA, municipalities, Ministry of Finance, Labour and Transfers and National Audit Office on all issues related to MPG

In addition to the specific tasks mentioned above, the Senior intervention Manager is also expected to:

- Contribute to planning, monitoring and reporting,
- Share best practices, tools and materials and contribute to communication activities for performance management
- Financial management in the area of responsibility
- Coordinate and synergise with partners and other donors/projects
- Mainstream gender and social inclusion in project activities
- Contract and manage service providers engaged to implement activities
- Perform other duties as required

Competencies and skills

- Highly motivated and demonstrate integrity, adaptability and ability to manage complexities;
- Strong communication, analytical, writing and presentation skills and ability to network;
- Fluency in Albanian and English language; knowledge of Serbian language is an advantage;
- Good knowledge of Microsoft Office Suite – Word and Excel;
- Good administration, organisation and interpersonal skills.

Driving license and experience

The Senior Intervention Manager will be based in the HELNETAS Office in Pristina. The expected starting date of the contract is **15 June 2023**.

Please send **a letter of motivation and your CV** (indicating phone number), **until 31 May 2023, 17:00 CET** by email to kosovo.info@helvetas.org. Copies of diplomas and other documentation may be required at a later stage. Only short-listed candidates may be invited for an interview.

HELNETAS provides equal employment opportunities for all candidates and encourages applications from women and non-majority communities in Kosovo.