



Helvetas is an organisation specialised in development cooperation and humanitarian response, anchored in Switzerland. Our vision is a just world in which all people determine the course of their lives in dignity and security, using environmental resources in a sustainable manner.

We welcome applications from motivated individuals who are **Kosovo Citizens** for the position of **Project Officer** at our office in **Prishtina, Kosovo**. The expected starting date is **April 2026**.

PROJECT OFFICER (F/M/D) *part-time* *Decentralisation and Municipal Support Project (DEMOS III)*

Overview of the project: The Decentralisation and Municipal Support Program (DEMOS), implemented by HELNETAS in Kosovo, financed by the EU Office in Kosovo, Switzerland and Sweden, aims to improve municipal performance in governance, management, and service delivery, contributing to increased citizen satisfaction. The programme focuses on strengthening the Municipal Performance Grant system, enhancing local oversight and citizen engagement, and supporting a more conducive policy and legal framework for decentralised local governance and rule based municipal financing.

Brief overview of the position: Facilitate project implementation by supporting policy development work with relevant ministries, municipalities, and key stakeholders, and by contributing to citizen engagement activities at the local level. Coordinate project efforts across outcomes and track activities to ensure timely delivery in line with project objectives. Collect and analyse monitoring data, contribute to reporting, support documentation and capitalization of results, coordinate the work of external consultants, and perform other duties in line with the scope of engagement.

MAIN TASKS

- **Policy development support:** Support policy dialogue and reform processes by coordinating with relevant ministries, municipalities, and other stakeholders. Support preparation of policy inputs, analytical materials, and consultation processes related to local governance and decentralisation.
- **Citizen engagement:** Support activities that strengthen citizen participation and local oversight by working with municipalities, civil society organisations, and other actors to promote inclusive and participatory decision making.
- **Project coordination and implementation:** Facilitate implementation of project activities by coordinating across project outcomes, tracking progress of planned activities, and ensuring alignment with project objectives, timelines, and work plans.
- **Monitoring, reporting and learning:** Analyse project monitoring data, contribute to preparation of progress reports, and document results, good practices, and lessons learned to support project learning and accountability.
- **Operational and team support:** Support the organisation of meetings, workshops, and events, contribute to internal coordination within the project team, and undertake other tasks in line with the scope of engagement and project needs.

YOUR QUALIFICATIONS

- Bachelor's degree in political sciences, public administration, public policy, development studies, law or a related field. A master's degree or professional certification is considered an advantage.
- At least 5 years of relevant professional experience, preferably in governance with focus on local government and decentralization, public policy, or citizen participation initiatives.
- Experience working with public institutions, municipalities, civil society organisations, or multi stakeholder processes is considered an asset.
- Experience in donor funded project implementation, including coordination, monitoring, and reporting.
- Experience in policy analysis, stakeholder engagement, facilitation of consultation processes is an advantage.
- Good organisational, coordination, and interpersonal skills.
- Ability to work collaboratively within a team and coordinate with multiple stakeholders.

- Detail oriented with strong analytical and problem-solving skills.
- Strong communication, analytical, and presentation skills with the ability to build and maintain professional networks.
- Good speaking, writing, and editing skills in English and Albanian. Knowledge of Serbian is considered an advantage.

WE OFFER YOU

The **Project Officer** is **part-time level of engagement**, with an expected start date in April 2026. The appointment is subject to a six-month probation period, in line with HELNETAS employment policies. Subject to satisfactory performance, the position is envisaged to continue **until June 2027**.

HELNETAS offers supportive working conditions within a professional, dynamic, collaborative team and the opportunity to contribute to strengthening local governance, policy development, and citizen engagement processes in Kosovo.

APPLICATION INSTRUCTIONS

We look forward to receiving your complete application, including 1. **Updated CV** and 2. **Motivation Letter**, by **8 April 2026**, 16:00 CET. Applications that do not include both required documents will not be considered further. Please do not send any other documents (diplomas, certificates, etc.) at this stage.

Please submit your application in English to kosovo@helvetas.org and make sure to include "**Project Officer**" in the subject line of your email. Applications that do not clearly specify the position applied for may not be considered.

Only shortlisted candidates will be contacted.

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