

HELVETAS Swiss Intercooperation-Kosovo (HELVETAS) implements the Swiss Agency for Development and Cooperation (SDC) project “Decentralisation and Municipal Support (SDC/DEMOS)”, co-financed by Swedish International Development Cooperation Agency (SIDA). Upon request from the Ministry of Local Government Administration (MLGA), SDC/DEMOS project is mandated to support implementation of a Diagnostic Study on the functioning of local government in Kosovo. For consultative purposes, MLGA will establish four Thematic Working Groups (TWG): 1) TWG1 - Legal concept of Local Self-Government; 2) TWG2: Local Government Competences; 3) TWG3: Local finances; and 4) TWG4: Inter-Institutional Cooperation. For advice-giving purposes, MLGA will establish an Advisory Panel to the MLGA Secretary General.

Among others, SDC/DEMOS will provide regional and local expertise for the preparation of the diagnostic study document. The team of experts include a regional expert and three local consultants, one lead local consultants and two other local consultants.

Currently SDC/DEMOS is looking for:

Local Government Study Consultants

Consultants are required to work together with the Regional Consultant and the Local Lead Consultant as a team under SDC/DEMOS supervision and in close cooperation with MLGA. The Local Government Study Consultants will have the following tasks and responsibilities:

- Contribute to analysing the functioning of local government in Kosovo in relation to Articles 2 to 11 of European Charter of Local Self-Government;
- Organize thematic working groups meetings in cooperation with MLGA;
- Facilitate multi-stakeholder workshops to enable interest groups and institutions to engage in the process;
- Conduct research (survey), interviews and document review;
- Draft summaries based on findings and revise draft based on comments from stakeholders;
- Analyse collect the existing programmatic or strategic plans (expertise, strategies, etc.) on local democratic governance in the country;
- Editing and proofreading drafts of Diagnostic Study.

Candidates should meet the following requirements:

Qualifications and skills

- Master Degree in Law, political science, public administration or other related fields (PhD is an asset);
- Management, presentation and facilitation skills;
- Ability for leadership in context of consensual decision-making;
- Analytic capacity and demonstrated ability to process, analyse and synthesise complex, technical information;
- Ability to communicate effectively in writing in a simple and concise manner;

- Capable of working in a high pressure environment with sharp and frequent deadlines, managing many tasks simultaneously;
- Projects a positive image and is ready to take on a wide range of tasks;
- Welcomes constructive feedback.

Experience

- At least 5 years of proven professional experience with public administration;
- Familiar with the legal framework on local self-government and decentralization;
- Demonstrated professional experience in policy development related to local government;
- Working experience with policy and legal framework related to municipal functioning;
- Experience in preparing and delivering presentations to senior state officials;
- Experience in integration stakeholder constructive feedback in complex reports;
- English language drafting proficiency;
- Proficiency in Albanian. Knowledge of Serbian language is considered an asset.

Travelling throughout Kosovo is required.

Maximum amount of working days for expert: 20 working days per expert.

Expected period of engagement: June 2019-December 2019 (part time).

How to Apply

Consultant inquiries can be submitted by 24.06.2019 at 00:00 CET via email kosovo.info@helvetas.org.

Consultants should submit their applications by 27.06.2019 at 15:00 CET via email kosovo.info@helvetas.org with the subject line "Local Government Study Consultants."

Application must include: a) an updated CV, b) a Cover Letter (stating most relevant experiences), c) two reference letters or contacts of reference persons, d) the financial offer (daily consultant fee), and if applicable e) links to applicant's relevant publications/research products. Incomplete and late applications will not be considered.

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

NOTE: HELVETAS reserves the right to cancel recruitment process at any time. HELVETAS also reserves the right to contract all or only parts of services required above.

Only successful applicants will be contacted.