

## **Vacancy Notice**

### **International Team Leader**

**Place of Employment:** Pristina/Kosovo

**Sector:** Higher Education and Research

**Type of Employment:** full-time

**Start of the Employment:** 15 September 2016 (tbc)

**Deadline for Applications:** 31 July 2016

#### **Job description:**

- Responsible for the sound management and timely implementation of a project in the field of Higher Education and Research, as well as the efficient use of project funds and management of the project team and experts.
- Responsible for planning and supervising all project activities, and carrying out/taking part in the implementation of the activities of the project in close cooperation with all project partners,
- Coordinates project activities with the Project Steering Board and the represented organisations, and coordinates of the Steering Board meetings
- Fosters policy dialogue with relevant stakeholders, conceptual support to the ADA Office in Pristina,
- Compiles all necessary reporting obligations, mainly progress and final reports (narrative and financial), as well as other contractual obligations regarding the implementation of the project in line with ADA regulations.

#### **Requirements**

##### **Qualifications and skills**

- A university degree (Master's degree or equivalent) in Education, Social Science, Political Science or another relevant discipline,
- Experience in running high profile programmes and projects and in managing and motivating a multicultural team,
- Strong written and oral communication skills, as well as strong inter-personal and networking skills,
- Fluency in written and spoken English, knowledge of local language(s) is an asset.

##### **General professional experience:**

- At least 10 years of professional experience in managing international projects in higher education and/or research, experience in projects funded projects by the Austrian Development Cooperation is a strong asset,
- At least 10 of experience in consulting state level stakeholders in the fields of higher education and/or research,
- Proven experience in PCM (project cycle management) in complex international projects
- Extensive experience in result based monitoring and reporting.

##### **Specific professional experience:**

- At least 5, preferably 10 years of professional experience related to QA in HE, employability of HE graduates and/or fostering scientific research,
- Experience in the education sector of Kosovo, preferably experience in HE and/or research international standards in HE and/or research, especially European standards (EHEA, ERA),

- Demonstrated work experience with international institutions, agencies and experts in the education sector, grant management experience is a strong asset,
- Several years of living and working experience in Kosovo/Western Balkans is a strong asset,
- Proven experience in liaising and coordinating with variety of stakeholders at different levels of decision making in education sector.

**Application instructions:**

Applications consisting of a motivation letter and an updated CV in Europass format should be sent to [office@wus-austria.org](mailto:office@wus-austria.org).

Please note that only shortlisted candidates will be contacted.

As development organisations, the project consortium is committed to promote equal opportunities and gender equality. Female candidates are thus genuinely encouraged to apply and will be given preference over male candidates in case of equal qualification.