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**VACANCY NOTICES**

**World University Service – Austrian Committee (WUS Austria)**, as lead of a consortium consisting of WUS Austria, **Zentrum für Soziale Innovation (ZSI) and Austrian Exchange Service (OeAD)** is looking for **Thematic Coordinators** (2 positions) and a **Junior Project Assistant** ina project in the field of Higher Education, Research and Innovation.

**Thematic coordinator for Higher Education (HE)**

**(full time)**

**Place of Employment:** Pristina

**Sector:** Higher education

**Start of the Employment:** asap

**Duration of the Employment:** 33 months (3-month probation period)

**Monthly gross salary**: € 1.600

**Deadline for Applications:** 1 July 2020

**Requirements:**

* University degree in a related field;
* Minimum five years of relevant working experience in assistance to and working with the HE sector;
* Coordination experience of minimum one project of a comparable scale;
* Minimum five years of relevant working experience in development cooperation projects;
* Knowledge of the relevant national institutions and policies (MESTI, university system, quality assurance) is an asset;
* Experience in supporting the drafting process of the baseline assessments, regulations, policies, laws, strategies in the field of higher education, quality assurance, research, innovation and similar;
* Experience in moderating and facilitating official events i.e. roundtables, conferences, workshops, etc.
* Strong analytical, organisational and administrative skills;
* Professional fluency in English and Albanian language; working knowledge of Serbian is an asset;
* Excellent computer literacy;
* Demonstrated ability and willingness to work as a member of a team, with people of different cultural and religious backgrounds, different gender, and diverse political views, while maintaining impartiality and objectivity;
* Flexibility and ability to work under pressure and within limited time frames;
* Experience/ competence in gender and diversity management is an asset;
* Valid driving licence is an asset

**Tasks and Responsibilities:**

Under the supervision of the Team Leader, the Thematic coordinator for Higher Education will:

* Support the Team Leader in swift project implementation and management of the expert pool related to HE;
* Provision of technical assistance to all components;
* Assist the Team Leader and facilitate communication with local authorities and other stakeholders;
* Support the Team Leader in assigning of tasks to experts and assist with schedule management;
* Act as point of contact and communicate the project status to HE institution;
* Be responsible for planning and organizing of project activities, preparing related budgets and managing logistics for events especially related to following activities:
1. Support to MESTI for the development of policies, laws, strategies in the field of higher education with special focus on applied science;
2. Develop capacities of universities for conducting baseline assessments and develop strategic action plans;
3. Development and implementation of a fund for strategic development of universities
4. Support to internationalisation and mobility in higher education;
5. Implementation of key actions on applied science approaches;
6. Development and implementation of a grant scheme to promote applied science;
7. Development and implementation of system of fellowship grants incl. Alumni.
* Support the TL in the communication between experts, consortium members, ADA, Ministry of Education, Science. Technology and Innovation as well as partners;
* Support the preparation of financial and narrative project reports to the donor and project partners related to above listed activities;
* Create and maintain comprehensive project documentation;
* Engage in other activities as assigned by the Team Leader;
* Establish good and considerate work relationship with all staff in the project;
* Support the TL to ensure proper visibility of the project according to ADA visibility guidelines;
* Acts as replacement of TL and represents the project in official events;
* Moderates and facilitates project events as needed and drafts event reports for website postings.

**Thematic coordinator for Research and Innovation (R&I)**

**(full time)**

**Place of Employment:** Pristina

**Sector:** Research and Innovation

**Start of the Employment:** asap

**Duration of the Employment:** 33 months (3-month probation period)

**Monthly gross salary**: € 1.600

**Deadline for Applications:** 1 July 2020

**Requirements:**

* University degree in a related field;
* Minimum five years of relevant working experience in assistance to and working with the HE and R&I sector,
* Coordination experience of minimum one projects of a comparable scale;
* Minimum five years of relevant working experience in development cooperation projects;
* Knowledge of the relevant national institutions and policies (MESTI, university system, quality assurance) is an asset;
* Experience in supporting the drafting process of the baseline assessments, regulations, policies, laws, strategies in the field of higher education, quality assurance, research, innovation and similar;
* Experience in moderating and facilitating official events i.e. roundtables, conferences, workshops, etc.
* Strong analytical, organisational and administrative skills;
* Professional fluency in English and Albanian language; working knowledge of Serbian is an asset;
* Excellent computer literacy;
* Demonstrated ability and willingness to work as member of a team, with people of different cultural and religious backgrounds, different gender, and diverse political views, while maintaining impartiality and objectivity;
* Flexibility and ability to work under pressure and within limited time frames;
* Experience/ competence in gender and diversity management is an asset;
* Valid driving licence is an asset.

**Tasks and Responsibilities:**

Under the supervision of the Team Leader, the Thematic coordinator for Higher Education will:

* Support the Team Leader in swift project implementation and management of the expert pool related to R&I;
* Provision of technical assistance to all components
* Assist the Team Leader and facilitate communication with local authorities and other stakeholders;
* Support the Team Leader in assigning of tasks to experts and assist with schedule management;
* Act as point of contact and communicate the project status to HE and other Research institution;
* Be responsible for planning and organizing of project activities, preparing related budgets and managing logistics for events especially related to following activities:
1. Support to implementation of the law on innovation and knowledge transfer;
2. Support to KAA along ENQA recommendations and European Standard Guidelines for quality assurance;
3. Support MESTI to develop a mapping and tracking system for R&I activities (CRIS);
4. Support to the development and piloting of a Smart Specialisation Strategy (S3);
5. Development and implementation of Programmatic Partnerships;
6. Design and implementation of HRBA instruments;
7. Development and implementation of a Social Dimension grant scheme;
8. Improvement the structural integration of Kosovo in Horizon Europe;
9. Provision of international R&I cooperation support
* Support the TL in the communication between experts, consortium members, ADA, Ministry of Education, Science. Technology and Innovation as well as partners;
* Support the preparation of financial and narrative project reports to the donor and project partners related to above listed activities;
* Create and maintain comprehensive project documentation;
* Engage in other activities as assigned by the Team Leader;
* Establish good and considerate work relationship with all staff in the project;
* Support the TL to ensure proper visibility of the project according to ADA visibility guidelines;
* Acts as replacement of TL and represents the project in official events;
* Moderates and facilitates project events as needed and drafts event reports for website postings.

**Junior Project Assistant**

**(part time, 20 hrs/week)**

**Place of Employment:** Pristina

**Sector:** Higher Education

**Start of the Employment:** asap

**Duration of the Employment:** 33 months (3-month probation period)

**Monthly gross salary**: € 400

**Deadline for Applications:** 1 July 2020

**Requirements:**

* University degree and/or at least one year of relevant working experience, preferably in a donor funded project;
* Fluency in the English and Albanian language;
* Excellent computer literacy, proficiency in excel;
* Good analytical, organisational and administrative skills;
* Demonstrated ability and willingness to work as a member of a team, with people of different cultural and religious backgrounds, different gender, and diverse political views, while maintaining impartiality and objectivity;
* Flexibility and ability to work under pressure and within limited time frames.

**Tasks and responsibilities:**

Under the supervision of the Team Leader, the Junior Project Assistant will:

* Support the project administration through general administrative support to the relevant activities;
* Supports the TL, Thematic Coordinators, Office Manager in maintaining project documentation records;
* Provide logistical support, including: organising arrangements for expert missions, assisting with workshops, seminars, trainings, study visits and other events;
* Assist the maintenance of office equipment and materials according to ADA procurement procedures;
* Supports the TL and project staff in ensuring proper visibility of the project according to ADA visibility guidelines by maintaining the project promotion material and digital media;
* Assist in translating and interpreting from English to Albanian and vice versa;
* Providing other support as requested by the TL;
* Establish good and considerate work relationship with all staff in the project

**Application instructions:**

Applications consisting of a motivation letter and an updated CV in Europass format should be sent to heras@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.