

## CO-WORKER FOR SOS Children's Villages OFFICE PUBLIC FUNDING ADVISOR M/F

**SOS Children's Villages is a non-governmental organization, social development organization, which is active in the field of Children's Rights by supporting their needs and concerns since 1999, offering to children without parental care and in risk of losing parental care, a stable home and solid preparation for an independent life.**

The Public Funding Advisor identifies opportunities for accessing public funds in the country and abroad on topics close to the program activities of SOS Children's Villages Kosovo, writes and coordinates project proposal preparation, respects valid standards, guidelines and policies of the SOS Children's Villages International and SOS Children's Villages Kosovo as well as promotes the organization's brand, vision, mission and goals.

### MAIN TASKS AND RESPONSIBILITIES

- Screens relevant grant opportunities (offered by institutional donors) and matches them with Member Association needs
- Steers the process of project preparation (i.e. project idea identification, project formulation, consultations with project stakeholders, drafting grant proposals)
- Works closely with the National Director, NPPD and programme managers in the preparation and monitoring of the projects
- Is directly involved in all stages of Public Funding project management (from identification until evaluation)
- Follows up a process of grant implementation in terms of monitoring and evaluation and is checking if these processes are in line with institutional donor requirements
- Sets up and completes a national Public Funding database (on regular basis)
- Fosters and ensures capacity building measures (be finding national service-providers or holding trainings) for national key co-workers in the field of Project Cycle Management and Public Funding in general
- Builds up and nurtures a network with co-workers, organisations and institutions towards establishing long-term partnerships for Public Funding projects
- Participates with the consent of the National Director in all important events and activities in the country that are of great importance for creating networks in the Public Funding sphere
- Applies all mandatory tools and guidelines of the Regional Office in the field of Public Funding
- Is a member of the Regional Public Funding network and thus supports colleagues and peers in the Region CEE/CIS

### REQUIRED CRITERIA:

- Master degree in the field of project management, international development, business administration or certain disciplines of social sciences
- At least 3-5 years verified experience and results in the field of public / institutional funding, especially within the international NGOs or other nonprofit organizations
- Proven experience in preparation and/or implementation of projects co-funded by institutional donors
- Knowledge of donors' requirements (EU, UN, development agencies such as, e.g. USAID, BMZ, NORAD, MFAs, etc)
- Fluent command of English

### COMPETENCES-KNOWLEDGE,SKILLS, ABILITIES

- High level of project management knowledge
- Writing and presentation skills, ability to present thoughts and ideas (in written form) in a well-structured, accurate and concise manner that it can be easily understood by others
- Proven record of successful grant applications co-funded by various donors
- Ability to work under time pressure
- Good team player, innovative and creative demonstrating high professional standards
- Good communication and interpersonal skills
- Analytical thinking and perseverance
- Ability to build relationships with different layers of the organisation (and with potential institutional donor's)
- Willingness to travel

### PREFERRED ADDITIONAL CRITERIA

- Ability and openness to work with or within a virtual team
- Experience with negotiations and management of partners and service providers
- Training experience
- Basic knowledge and understanding of accounting rules
- Driving license

### WE OFFER

- Supportive work environment with the possibility of professional development
- Good working conditions

### Working Hours

- 40 hours a week

**Deadline for applying is March 05, 2020 through email: [HR.Recruitment@soskosova.org](mailto:HR.Recruitment@soskosova.org).**

**Documentation required when applying: application form (obtain from our web site <http://www.soskosova.org> ; CV; Cover letter; copies of Diplomas; Certificates and References; Certificate by the court confirming that you don't have any criminal conviction ( applies only for candidate who will be invited on Final Round).**

**Only short-listed candidates will be invited for an interview. Please include in the subject line "Public Funding"**