



**SOS FSHATRA  
E FËMIJËVE  
KOSOVË**

## **CO-WORKER FOR NATIONAL OFFICE**

### **NATIONAL DIRECTOR ASSISTANT/ SPONSORSHIP COORDINATOR**

**M/F Replacement / Limited Period-04.05.2021-30.04.2022**

#### **MAIN TASKS AND RESPONSIBILITIES**

- To assist the National Director in the everyday work, organizes different meetings, as well as assists the Board of Directors in their periodical activity.
- Maintain the accounting system by keeping the National Office cash and the daily financial transactions.
- Prepare Petty Cash Register for the National Office
- Take care of the invoices for the National Office to be proper and as per legal requirement.
- On the regular bases prepare the payments requests for the invoice received.
- Maintain the inventory/asset within the National Office and the list of inventory.
- Replace the procurement officer as per need.
- Organises and manages sponsorship work and assures/monitors quality.
- Trains and Guides other staff involved in sponsorship activities.
- Designs and creates innovative , inspiring messages for sponsors and donors
- Acts as intermediary between sponsors and children or programmes to safeguard the respective rights and interest of both groups.

#### **REQUIRED CRITERIA:**

- University Degree in business administration, management, english language or social science , communication, or fundraising
- 3-5 years verified experience in administration, customer service or donor relations is required
- Has a strong affinity to fund development and communication
- Possesses excellent organisational skills
- Has an interest on child protection topics
- Is able to identify with the vision, mission and values of SOS Children's Villages
- Thinks and acts in a strategic way and is open to innovation and change
- Has excellent written and spoken English skills
- Has excellent computer literacy
- Likes working with or within a team and virtual team
- Photography and Video Making / Editing skills will be considered as an advantage

#### **WE OFFER**

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

#### **Working Hours**

- 40 hours a week

Dokumentacioni i nevojshëm: Aplikacioni (shkarkohet direkt ne portal duke klikuar [shkarko ketu](#) apo mund ta kerkoni me email ne [info@soskosova.org](mailto:info@soskosova.org) ); CV; Letër motivimi; Kopje të Diplomave, Çertifikatave, Referencave, Vërtetimin që nuk jeni nën hetime (vetëm për kandidatët që ftohen në intervistën finale. Afati i fundit për dorëzim: 07.03.2021 në ora 23:59, përmes email [info@soskosova.org](mailto:info@soskosova.org). Ne email te shenohet titulli i pozitës per te cilen aplikoni. Dokumentacioni mund të dërgohet prej datës 19.02.2021. Dokumentacioni i pa kompletuar nuk do të shqyrtohet. Vetëm kandidatët e përzgjedhur do të ftohen në intervistë. Për informata shtesë, ju lutem kontaktoni: Email [info@soskosova.org](mailto:info@soskosova.org) dhe Tel/ Fax: 038 749-887

SOS Fshatrat e Fëmijëve është një organizatë e zhvillimit social joqeveritare dhe joprofitabile, aktive në fushën e të drejtave të fëmijëve që nga 1999, e përkushtuar në ofrimin e shtëpisë dhe familjes për fëmijët nevojtarë dhe përgaditjen e tyre për një jetë të pavarur.