



## Project Officer

The Accessible Quality Healthcare (AQH) project, funded by the Swiss Agency for Development and Cooperation (SDC), continues to support the implementation of the national health sector reform agenda and complements other donor-supported programmes with a focus on the primary health care level (PHC). The AQH second phase 4-year project aims to stimulate use of quality PHC services by all Kosovo citizens, with particular attention to the needs and inclusion of socially vulnerable populations. The project is implemented by the Swiss Tropical and Public Health Institute.

The project is seeking applicants for the following position:

### Project Officer

#### Support to Association of Kosovo Municipalities /national institution priorities

##### **Job summary:**

Provide support to Association of Kosovo Municipalities, specifically to the Collegium of Directorates for Health and Social Welfare, towards building its capacity to promote project achievements among Kosovo municipalities.

##### **Essential competencies:**

- University degree in public health, social sciences, communication or any other similar fields. Minimum of 3 years' work experience with national institutions and decentralized public authorities.

##### **Key responsibilities:**

- Support to the Collegium of Health to develop, implement and evaluate priority-based activities in compliance with the agreed annual plans
- Contribute to the development of the common annual plans, ensuring complementarity of AQH and activities
- Contribute to the implementation of AQH project activities related to the collaboration and support to AKM and in relation with project partner municipalities, in close collaboration with other project stakeholders, when applicable
- Manage the allocated budget for the common plan of activities in compliance with AQH financial management procedures and AQH office manual, ensuring cost-effectiveness and value for money

- Coordinate and maintain effective day to day communication and collaboration with AKM, specifically Collegium of DHSWs and AQH project to plan and coordinate activities, to ensure effective use of project resources, and to maximize impact of technical inputs and project support
- Coordinate project activities with AKM/Collegium of DHSWs to promote project tools, approaches and mechanisms to improve quality of care in PHC project partner municipalities to all municipalities (project municipalities and non-project municipalities)
- Elaborate on rationale and develop activity implementation plans (priority intervention concepts/descriptions/responsibilities/timelines), and monitor the implementation of related interventions
- Establish and maintain effective working relationships and communication with key stakeholders at national, regional, municipal and facility level
- Organise and facilitate trainings, working groups and meetings, when applicable
- Collaborate with AKM/Collegium of DHSWs ensuring that AQH is fully aware of AKM developments that may impact on project
- Produce high quality reports, in English and Albanian, in line with the agreed project reporting schedule
- Assist AKM/Collegium of DHSWs to organise meetings and communication events
- Assist with translation of project materials, as required
- Any other duty as required by the project or Head of DHSW

#### **Key competencies:**

- University degree in public health, social sciences, communication or any other similar fields
- Knowledge of National Health Sector and in particular of Primary Healthcare in Kosovo
- Work experience with national institutions and decentralized public authorities, participation in health-related national working groups is desirable,
- Project work experience/ work in a mid-level management position,
- Demonstrable experience of project reporting and development of project implementation plans,
- Demonstrated ability to work in a changing, multi-cultural environment and establish harmonious and effective working relationships and teambuilding; excellent inter-personal skills,
- Proven experience working with national institutions, local partners and civil society, especially in public policies and strategies development,
- Experience and sensitivity in working with vulnerable groups,
- Competent in core IT applications, particularly MS Office,
- Strong written and oral skills in English, Albanian, and basic Serbian,
- Able to produce high quality technical reports,
- Excellent presentation skills,
- Willingness to travel as required,

This is full-time position for 12 months period with possibility of extension. The expected starting date is June 2022 and is open only to national experts.

Qualified applicants should email: 1) Curriculum Vitae; 2) Three references and 3) Cover letter (maximum 2 pages) to AQH Administrative Officer [shqipe.kabashi@aqhproject.org](mailto:shqipe.kabashi@aqhproject.org)

All documents should be in English. Applicants should specify in the subject line the name of the post they apply.

**Closing date for submission of applications is 26<sup>th</sup> of May 2022, 16:30hrs.**

Only short-listed applicants will be contacted.