

Call for Part-Time Programme Officer with PERFORM

Project-/mandate name: 1404.02.1.0 PERFORM

Country: Albania

Position: 1 Programme Officer

Contract Duration 15 August – 31 December 2018

1. Background

PERFORM – Performing and Responsive Social Sciences is a project of the Swiss Agency for Development and Cooperation (SDC), implemented by HELVETAS Swiss Intercooperation and University of Fribourg. It is aimed at improving the contribution of social science research to socio-economic and political processes of change in Western Balkan countries. The project focuses on three outcome areas: (i) strengthened social science communities; (ii) systemic linkages with political reform processes, civil society organizations, private sector and media; (iii) and favourable framework conditions and financial mechanisms.

PERFORM has been running since 2015 as a regional project, with National Coordination Units (NCU) in Belgrade and Tirana. Currently, PERFORM is closing its implementation phase, which shall be finalized by December 2018. Due to recently emerging staffing needs, the NCU in Albania is looking to hire a Programme Officer to join the team and support them in all facets related to the final stocktaking and reporting activities. In this regard, the Programme Officer is expected to provide support to the other Programme Officers in the team, during the remaining months of implementation of the project, in order to enable a smooth and efficient closing process.

2. Main Tasks

In light of the above the Programme Officer is expected to complete the following tasks:

1. Support other Programme Officers (POs) in maintaining the dialogue and networking with key actors in the system on issues related to the objective and outcomes of PERFORM;
2. Support with the implementation and finalization of on-going interventions;
3. Support POs in monitoring interventions;
4. Contribute to the preparation of monitoring and reporting documents;
5. Contribute to documenting and sharing experience and good practices;
6. Coordinate with the project's Communication Officer;

7. Provide inputs for PERFORM's website (briefs, reports, articles) in close coordination with the Communications Officer;
8. Attend meetings, workshops, seminars and conferences on behalf of PERFORM and prepare briefing notes;
9. Assist in organising workshops, seminars and conferences of PERFORM NCU Albania and partner organisations.

3. Requirements for applicants

Programme Officer	
Education:	Graduate Degree in a relevant area for the work of PERFORM, preferably in the field of Social Sciences.
Experience and competences:	At least 3 years of relevant experience in project management; Experience in international project management and/or in managing research projects is of distinct advantage; Good understanding of the higher education and research system, as well as dynamics in the research community in Albania; Previous experience as researcher is a distinct advantage; Good monitoring and reporting skills; Excellent analytical and writing skills; Good judgement and ability to understand complex issues quickly; Proven team worker.
Language requirements:	Full professional fluency in English.

4. Time frame of the assignment

The Programme Officer is envisaged to work for the remainder of the year until 31 December 2018 on a part-time basis starting out with 60% engagement with the potential of increase in hours depending on the needs of the project towards the end of the year.

5. Application process

5.1. Required documents

1. Cover letter/Expression of interest outlining clearly how you meet the requirements of the position;
2. Full professional curriculum vitae, including full list of academic publications (if any).

Please submit your application in English language to the following email address:

PERFORM-Albania@helvetas.org

The deadline for submission is 20 July 2018.