**TERMS OF REFERENCE**

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| **Project Name:** | “Promoting inclusiveness and outreach of the consultative processes for governance and public administration reforms in the disability sector at Local, National and Regional level – Inclusive Kosovo”. |
| **Position:** | Project Administrative Assistant |
| **Location:** | Prishtinë |
| **Type of engagement:** | Full-time |
| **Opening date:** | 28.07.2022 |
| **Closing date:** | 10.08.2022 |
| **Expected start date:** | 01.09.2022 |
| **Contract duration:** | 01.09.2022 - 31.12.2022 |
| **Reports to:** | Project Coordinator |

**1. INTRODUCTION**

HANDIKOS (Association of Paraplegics and Paralyzed Children of Kosovo) was established in 1983 with the main objective to achieve full recognition and participation of people with disabilities in society. HANDIKOS actively lobbies and advocates at local and central level for the rights of people with disabilities, aiming to create an enabling and inclusive environment through increasing employment opportunities, improving access to education, including PWDs in social welfare and social security schemes and improving physical accessibility.

**1.1 Description of the project**

HANDIKOS, in partnership with Disability Partnership Finland, and Threshold (Finish NGO’s) and Kosovo Association of Deaf & Kosovo Association of Blind, is currently implementing the EU funded project named “Promoting inclusiveness and outreach of the consultative processes for governance and public administration reforms in the disability sector at Local, National and Regional level – Inclusive Kosovo”. Implementing Partners based on their extensive experience and proven background in working with persons with disabilities (PWDs), through this project aim to: Strengthen the capacity of different levels of government to draft, review and implement disability inclusive legislation; increase the awareness of the government at central and local levels on accessibility; Strengthen the dialogue between DPOs and the government at local and national level; Increase organizational capacities, and the knowledge of DPOs and their networks on advocacy, media relations and accessibility aiming to improve their joint advocacy and strengthen partnerships aiming to empower and include PWDs in Kosovo society. For this purpose, we are seeking experienced, enthusiastic and dedicated individuals, to join our team in HANDIKOS as: Project Administrative Assistant.

**2. POSITION SUMMARY**

Project Administrative Assistant will be responsible for all administrative and logistic services of the project.

**2.1 Duties and responsibilities**

* Perform logistics requirements including travel management, organizing workshops and meeting arrangements for National Advocacy Coordinators;
* Responsible to ensure that procurement and financial procedures are respected and documented to highest quality and ensures that all EU rules, Guidelines and other country regulations are fully met;
* Initiates and assists in the preparation of comments and recommendations during public consultations on draft laws and various draft acts;
* Monitors the implementation of the legal framework related to the field of disability;
* Responsible to gather and analyze all relevant MEAL instruments for the action;
* Assist with the daily management of project, paying particular attention to maintaining good working relationships and adherence to budgets and timescales;
* Supporting the Overall coordinator in preparation and implementation of the annual action plan;
* Assisting in implementation of approved advocacy related action plan;
* Mobilizing communities and encouraging participation in activities;
* Assisting in monitoring of the implementation of the action interventions;
* Organize and manage various visibility activities;
* Maintain and manage the information published on the organization’ website and other social medias;
* Assisting the Overall Coordinator and Finance Manager in preparing timely and high quality monthly, quarterly and annual progress reports;
* Helping to raise public awareness on issues relevant to the community;
* Recruiting and training, interns and voluntary staff;
* Planning, attending and coordinating meetings and events;
* Contribute actively for the institutional memory;
* Other project tasks as required;

# 2.2 Requirements

* University Degree in Legal or Social Sciences;
* Knowledge on Human Rights;
* Preferable previous work experience within civil society, especially in organizations protecting and promoting human rights in similar positions;
* Preferable previous experience in working for EU funded projects implemented by local CSO’s is an asset;
* Understanding of the local administrative setting, including decentralized governance and management at this level;
* Excellent interpersonal and communication skills;
* Excellent ability to work under pressure and to maintain deadlines;
* Excellent knowledge of English and Albanian language, and computer literacy (Serbian language and other EU languages are considered an asset);

**3. APPLICATION PROCEDURE**

Interested candidates can apply via e-mail by submitting:

* Curriculum Vitae (CV);
* Motivation Letter (maximum 2 pages);
* Relevant references.

Interested candidates are invited to submit the required documents (preferred in English) electronically to: [handikos@handi-kos.org](mailto:handikos@handi-kos.org)

Subject: "Application\_PAA"

**Deadline for application: 10th of August 2022, 17:00h.**

Only shortlisted candidates will be contacted. No phone information will be provided throughout the process.

*HANDIKOS is committed to gender equality and diversity, and to having a team of diverse skills, experiences and abilities. We encourage candidates of different backgrounds, communities and groups to apply in our announcements.*