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Job Announcement

CARE International Balkans, with the headquarters in Sarajevo, Bosnia and Herzegovina, is an equal opportunity employer and is seeking a qualified candidate to fill the position of **PROJECT OFFICER** for its project **Young Men Initiative (YMI): Promoting Healthier Lifestyles and Decrease of Interpersonal Violence among Youth in Bosnia and Herzegovina by Challenging Gender Stereotypes III**".

CARE International Balkans has a zero-tolerance approach to any harm or any fraudulent practice or behavior. It is also committed to the protection from sexual harassment, exploitation and abuse (PSHEA) of vulnerable adults and children, involving CARE employees and related personnel, representatives or partners.

Summary

CARE International Balkans is continuing implementation of the project: **"Young Men Initiative (YMI): Promoting Healthier Lifestyles and Decrease of Interpersonal Violence among Youth in Bosnia and Herzegovina by Challenging Gender Stereotypes III"**. Project's aim is enabling positive and peaceful societies and healthy environment for young people in Bosnia and Herzegovina (BiH), as well as in the region of the Western Balkans. The focus of the project is the producing tangible, long-term systematic solutions) as part of the compulsory curriculums beyond the project duration in the entire Bosnia and Herzegovina as a result of intensive collaboration with the Ministries of Education, CARE and local partners in Sarajevo and Mostar.

PROJECT OFFICER:

The Position

Reporting to the Project Manager, based in Banja Luka or Sarajevo office, this position will be responsible for providing administrative and project support to Project Manager.

Project Officer will be responsible for: providing administrative and programmatic support to Project Manager, for office management, including maintaining projects' filing system, coordination of activities with partners and stakeholders, providing technical assistance and monitoring partners' narrative and financial reporting processes, which includes frequent travelling within the project area of responsibility and in the Western Balkans region when it is necessary, logistic and programmatic support in organisation of trainings and workshops, including organizing meetings with government, institutes and schools at all levels representatives within the project steering committees, collection and translation of project partners' reports, providing inputs for project reports.

Qualifications/Skills

University degree/diploma in the field of social sciences and/or equivalent experience in civil society sector in the Balkan region; Minimum 3 years' experience in work with international organizations and multiple stakeholders; Excellent command of oral and written local and English language. Excellent computer skills (MS Office as well as online communication platforms such as Zoom). Clean and up to date driver's license. Excellent command of oral and written local and English language; Excellent computer skills; Clean and up to date driver license; Personality and skills to work proactively and under tight deadlines; Basic knowledge of the area of responsibility including cultural and gender issues



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Conditions:

- Position location: Banja Luka or Sarajevo
- Reports to Project Manager
- The selected candidate will be offered a one-year contract respecting BiH Labor Law
- Salary and benefits package in accordance with CARE International Balkans' salary scale

Effective Date for Positions: May 3rd, 2021.

Contract duration: 12 months with possible extension

Any interested candidates should forward their CV and a Cover Letter in English language to the Human Resources Department at CARE International, Hasana Kaimije 11, 71000 Sarajevo, Bosnia & Herzegovina or by e-mail to Human.resources@care.ba by April 11th, 2021. No telephone enquiries please. Only candidates short-listed will be notified.