

<b>Position</b>	Chief of Party	
<b>Employment period (From – To)</b>	December 2023	31 July 2026
<b>Location</b>	Prishtina	
<b>This position reports to:</b>	Director of the Department for Research and Advocacy	

### **About KCSF**

The Kosovar Civil Society Foundation (KCSF) is a leading organization in supporting civic initiatives in Kosovo since 1998. KCSF provides funds to the civil society through advanced grants mechanisms and systems, builds capacities and knowledge for the sector through the KCSF Center, as well as protects and advances the space for citizen engagement and the environment of civil society action in Kosovo and beyond through policy research, advocacy and mobilization of the sector. KCSF believes that a strong civil society with true involvement of citizens in its work is a key element for an inclusive, transparent and accountable government, which contributes to the transformation of Kosovo into a democratic society with the perspective of European integration and with an advanced socio-economic situation.

### **Citizen Engagement Activity (CEA)**

The Citizen Engagement Activity (CEA) is a five-year program of the Kosovo Civil Society Foundation (KCSF) which is funded by the United States Agency for International Development (USAID). The program will support numerous activities aimed at improving the connection of civil society with citizens, cooperation within the sector and with other sectors, as well as the diversification of civil society resources beyond foreign donor funds in order to strengthen participation in decision-making and increase the transparency and accountability of public institutions and CSOs to the public.

Based on KCSF's long experience and expertise in civil society development, including new approaches aimed at connecting civil society organizations with citizens of Kosovo, and in cooperation with local and international organizations, CEA will contribute towards the achievement of the following objectives:

**Objective 1 – Strengthening the cooperation of civil society with citizens of Kosovo, encouraging community activation and increasing the demand for accountability.**

Objective 2: Creating partnerships within and between sectors and increasing trust between CSOs, citizens, the private sector and public institutions.

Objective 3: CSOs with increased knowledge and skills that take advantage of the improved legal framework and develop a culture of supporting non-profit activities from local and Diaspora resources.

### **About the position**

The Chief of Party has primary responsibility for overall oversight and management of the Citizen Engagement Activity (CEA). This position requires a proactive approach to quality planning and timely work, to ensure quality implementation of Program activities. Among other things, the main duties of this position include managing the program staff, overseeing the quality implementation of the Monitoring, Evaluation and Learning (M&E&L) system, representing the organization inside and outside the country, and timely reporting to and communication with USAID.

The Chief of Party directly manages the Deputy Chief of Party, the Finance Manager, the Communication Specialist, and the Evaluation and Monitoring Specialist.

### **Duties and Responsibilities**

- Leads the implementation and effective supervision of all activities related to the Citizen Engagement Activity (CEA), in close cooperation with the Director of the Department;
- Leads the Program staff, ensuring communication and coordination among all stakeholders for the effective achievement of program objectives.
- Ensures that all Program activities are carried out within established budgets and any need for budget revision is adequately addressed;
- Ensures that all activities related to the Program are completed on time and according to the established standards of the KCSF, and that all challenges are addressed accordingly and adequately;
- Ensures quality and timely preparation of work plans, quarterly program performance reports, annual reports, financial reports and any other report requested by the donor, Director of the Department or the Executive Director;
- Provides an integrated vision between the components and partners of the Program, with a focus on achieving the results defined in the contract in close cooperation with the Director of the Department;

- Ensures that the principles of adaptive management are applied throughout the Program, in close cooperation with the Director of the Department, the Deputy Chief of Party and the Finance Manager;
- Ensures that all partners, external collaborators and service providers related to the Program are contracted and managed according to the labor regulations and other regulations of the KCSF;
- Ensures timely reporting and effective communication with the donor;
- Ensures effective collaboration with other relevant programs and stakeholders including USAID, USAID implementing partners, government and other stakeholders.

### **Qualifications**

- At least 10 years of work experience in programs in the field of governance, preferably in civil society organizations;
- At least five years of management experience, preferably in programs and/or organizations funded by USAID;
- Proven experience of working with partners and /or shareholders;
- Experience in managing and maintaining relationships with donors;
- Work experience with civil society organizations and civic initiatives;
- Ability to build and communicate complex arguments and positions related to the Program;
- Knowledge of the principles and practice of the operation of policy-making in Kosovo and experience of cooperation with public institutions;
- Knowledge of Monitoring and Evaluation systems;
- Diploma of basic studies (Bachelor) in Public Administration, Political Science or other related fields within the social sciences. Master's degree and/or studies related to civil society organizations will be considered an advantage;
- Excellent writing skills in Albanian and English, while the same skills in Serbian will be considered an advantage.

### **How to apply**

Documents required for application:

- CV, with three contacts as references
- Motivation letter

The above-mentioned documents must be sent to the e-mail address [application@kcsfoundation.org](mailto:application@kcsfoundation.org) by **22 November 2023**. Application documents can be in

Albanian, Serbian or English. In the first stage of the application, it is not required to send any additional information or documents.

Data security and privacy principles are important to us. We will treat your data with complete confidentiality.

KCSF is looking to hire a full-time Chief of Party starting in December 2023. The environment and working conditions are excellent and the salary is dependent on the selected candidate.

Only shortlisted candidate(s) will be contacted. Depending on the quality of applications and the number of shortlisted candidate(s), KCSF may require shortlisted candidate(s) to undergo additional tests and/or interviews.

In the absence of suitable applications, KCSF reserves the right not to select any of the submitted candidate(s).

KCSF is an organization that values diversity within its staff, is committed to non-discrimination and ensures equal treatment of all male and female candidates during the recruitment procedure, without prejudice, regardless of gender, race, religion, age, national origin, sexual orientation, marital status, residence, special needs or color.