

Cross-sectoral Cooperation Lead

Position	Cross-sectoral Cooperation Lead	
Employment period (From – To)	February 2024	31 July 2026
Location	Prishtina	

About KCSF

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

Citizen Engagement Activity (CEA)

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

Building on long-standing experience and expertise of KCSF in civil society development, including recent approaches towards a more constituent-based civil society, and complementing it with the mandate and expertise of local partners and proven models of international partners, the Citizen Engagement Activity (CEA) will contribute towards the achievement of the following objectives:

Objective 1: Strengthened civil society links to constituencies, energized community activism and increased demand for accountability.

Objective 2: Established cross-sectoral partnerships and increased trust between CSOs, citizens, private

Objective 3: More knowledgeable and skilled CSOs able to use improved regulatory framework and culture for supporting non-profit from domestic and diaspora.

About the position

The Cross-sectoral Cooperation Lead is responsible to lead the activities of the second component in order to increase the financial transparency of NGOs, improve the cooperation of civil society with other sectors, especially with the private sector and public institutions. It will also proactively promote civil society cooperation with other sectors, especially the private sector, through concrete cooperation and regular discussion forums. The second component will also help mobilize civil society to strengthen cooperation with public institutions, in particular by increasing civil society participation in the implementation of the Government Strategy for Cooperation with Civil Society.

The Cross-sectoral Cooperation Lead will coordinate with local and international partners and oversee project staff to achieve the respective objectives. The Cross-sectoral Cooperation Lead will monitor the collection of data on philanthropy, prepare success stories to promote philanthropy and coordinate with the rest of the team to collect data for monitoring and evaluation.

Duties and responsibilities

1. Plans, implements and oversees the implementation of activities of Component 2, including the preparation of reports and the ongoing promotion of activities under this Component;
2. Communicates regularly, coordinates work and supervises partners and local and international contractors in carrying out their duties and responsibilities;
3. Collaborates with the Chief of Party, Deputy Chief of Party and other Component Leads for the effective implementation and interconnection of program activities, including the strategic orientation of the program;
4. Identifies and maintains regular communication with business representatives and other sectors that have the potential to engage and collaborate with community initiatives and civil society in general;
5. Designs, coordinates and engages for proper organization of Forums for philanthropy;
6. Coordinates the engagement of partners aimed at advancing cooperation between civil society and the Government;
7. Monitors the collection of data on philanthropy and drafts success stories, articles, blogs, in order to promote philanthropy;
8. Contributes to the regular collection of data relevant to the monitoring and evaluation system, with an emphasis on the activities of Component 2;
9. Contributes to the design and implementation of grant schemes for building cross-sectoral partnership;

10. In collaboration with the Public Relations and Communication Specialist, identifies and promotes successful initiatives within activities of Component 2;
11. Monitors legal and political developments in areas related to Component 2.

Qualifications

- At least five years of experience working with programs in the field of governance, preferably in private sector development and/or supporting civil society;
- At least two years of managerial experience;
- Proven experience of working with partners and/or stakeholders;
- Experience working with civil society organizations, as well as in cooperation with the business sector, directly or through business associations;
- Excellent organizational skills;
- Knowledge of policy-making principles and practice in Kosovo;
- Knowledge of Monitoring and Evaluation systems;
- Bachelor's Degree preferably in Business Management, Economics, Public Administration, Social Sciences or other related fields;
- Excellent writing skills in Albanian and English, while the same skills in Serbian will be considered an asset.

While the above qualifications are mandatory, it is preferred that candidates also possess the following:

- Experience working with USAID projects, or other international donors;
- Advanced knowledge of private sector in Kosovo;
- Driving license, Category B.

How to apply

Required documents for application:

- CV, with three contacts as references
- Motivation letter
- Evidence of qualifications

The above-listed documents should be sent to the e-mail address aplikimi@kcsfoundation.org no later than **28 January 2024**. In the first phase of the application, no additional information or documents are required. The 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 document.

Data security and privacy principles are important to us. We will treat your information with confidence.

KCSF aims to hire a full-time Cross-sectoral Cooperation Lead starting from February 2024. The setting and working conditions are excellent while payment conditions are decided depending on the selected candidate.

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

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

KCSF is an organization that values diversity within staff, with commitment to non-discrimination while ensuring equal treatment of all candidates during the recruitment process, without any bias, regardless of gender, race, religion, age, nationality, sexual orientation, marital status, place of residence, special needs or color.