

RECRUITMENT

Network Manager

Pristina – December 2019 / January 2020

PLAY INTERNATIONAL IS LOOKING FOR A FULL TIME NETWORK MANAGER TO SUPPORT THE IMPLEMENTATION OF ITS PROJECT PORTFOLIO IN KOSOVO AND THE WESTERN BALKANS

This new position for the Kosovo mission will provide crucial capacity and leadership in identifying, developing and maintaining relationships with partners, beneficiaries and other stakeholders at a local, national and regional level. The Network Manager is instrumental in linking PLAY International with the right people and organisations in Kosovo and the Western Balkans, identifying beneficiaries for project work, and ensuring that PLAY International's work compliments and enhances the existing situation on the ground.

Skills and Experience Required:

ESSENTIAL SKILLS AND EXPERIENCE

- Currently enrolled or completed Bachelor's degree
- Willing to work with different communities (Albanian, Ashkali, Bosniak, Croat, Egyptian, Gorani, Roma, Serbian, Turkish);
- Willing to promote sports for education and social cohesion in Kosovo (girls and women, people with disabilities, all communities);
- Languages:
 - Albanian (Essential): fluent, written and spoken (C1)
 - Serbian (Essential): fluent, written and spoken (C1)
 - English (Essential): good knowledge, written and spoken (B2)
- Efficient, rigorous, honest, reliable;
- Excellent communication and presentation skills;
- Able to work in a team and independently;
- Current driving license.

DESIRED SKILLS AND EXPERIENCE

- Experience in written translation and oral interpretation;
- Experience working with teachers, educators, youth and children;
- Knowledge of the political, educational and social structure / systems of Western Balkan countries.

This is a **locally appointed position** with a competitive salary and benefits package. Please note that there are no international benefits offered with this position (flights, accommodation etc) and post-holders must be available to work in Kosovo.

If you meet the minimum requirements and are interested to apply for this position, please send a CV (no more than two A4 pages), and cover letter (no more than one A4 page). **All applications must be in English.**

Please send your **application (CV, Cover Letter)** to: recruitment.kosovo@pl4y.international

The application **deadline is 23.59 on Sunday 5 January, 2020**. Interviews will be held by the end of January, and the position will begin in February 2020.

Please note: Incomplete / Incorrect applications will be automatically rejected. Due to the high number of candidates, only shortlisted candidates will be contacted. If you have applied, but not heard from us by the end of January 2020, please assume that your application has not been successful.

PLAY International Kosovo is committed to a policy of equal opportunity and is keen to reflect the diversity of the Kosovo society at every level within the organization. We welcome applications from all sections of the community. We guarantee an interview to disabled candidates who meet the essential criteria.

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| Job Title | Network Manager |
| Mission | PLAY International Kosovo |
| Location of post | Pristina |
| Reports to | Head of Mission |
| Duration | 2 year fixed-term |

Purpose of the job:

To provide crucial capacity and leadership in identifying, developing and maintaining relationships with partners, beneficiaries and other stakeholders at a local, regional and national level. The Network Manager is instrumental in linking PLAY International with the right people and organisations in Kosovo and the Western Balkans, identifying beneficiaries for project work, and ensuring that PLAY International's work compliments and enhances the existing situation on the ground.

Context of the position:

PLAY International has been active in Kosovo since 2002, using sport to build bridges and promoting peace and reconciliation between communities on a national and international level. New large-scale funding opportunities from 2019 have enabled the Mission to scale up its engagement in the formal and non-formal education sector, with a focus on inclusion, access and retention in school for vulnerable groups, and active education. Working on several complimentary initiatives at the same time, PLAY actively engages local partners and multipliers to ensure sustainability and impact.

Operating with a small, busy, local team PLAY faces challenges in maintaining strong, live relationships with its stakeholders, particularly at the municipal level, as well as creating the optimum local conditions for activity implementation. PLAY's regional ambitions in the Western Balkans will also greatly benefit from a dedicated postholder to identify and secure new partnerships in the most relevant locations.

Main Duties and Responsibilities:

Stakeholder Management and Networking (40%):

- Maintaining active relations through email and face-to-face meetings with key project collaborators and partners (municipal department heads, school leaders, NGO partners, sports clubs, Learning Centres etc.) and donors;
- Keeping key project partners and stakeholders up to date with regular feedback and project progress updates;
- Drafting, sharing and securing renewed or newly established partner agreements / MoUs in a timely and well managed way;
- Positioning PLAY to complement and coordinate with existing and planned actions on the ground at a municipal level;
- Ensuring relevant partners are validated and included in project actions (invitations to trainings / events)
- Identifying and attending relevant events and meetings on behalf of PLAY;

Identification of beneficiaries, partners and locations (35%)

- Identifying new locations, partners and beneficiaries for projects in consultation with Programme Manager;
- Positioning PLAY for collaboration and cooperation with relevant stakeholders in new project locations
- Maintaining an active awareness of local activities and initiatives which can affect PLAY's work
- Supporting the project and pedagogy team in organising and securing participation of beneficiaries in project activities (trainings etc).

Project design, Monitoring, Evaluation and Learning (10%)

- Contribute to project conception and design
- Actively participate in planning, evaluation and review sessions led by the project team to continually improve the outcomes of PLAY International's work
- Contributing to project MEL with key project stakeholders (interviews with head teachers, municipal officers etc)

Administration and Information Knowledge Management (10%)

- Maintaining all relevant systems for managing partner and beneficiary contact details;
- Building and maintaining an online library of documentary resources (research, statistics, municipal action plans etc) aimed at enhancing PLAY's ability to understand the needs and challenges facing the places where it works;

Senior Management Team (5%)

- Play an active and dynamic role in the SMT to contribute to the overall success of the Mission;
- Attend and contribute to SMT weekly coordination and any other meetings as required;
- May be required to line manage one or more coordinators.

Key Relationships:

Internal: Head of Mission, Project Manager, Pedagogical Manager, Senior Coordinator.

External: Municipal representatives, local civil society organisations, partner organisations and institutions (Universities, Learning Centres, National Olympic Committee etc), head teachers, sport animators, youth volunteers.

Other important features or requirements of the job

A willingness to develop and grow skills and experience through training, collaboration with colleagues and initiative.

As a key interface with PLAY's external partners and stakeholders, the post requires a high degree of mobility and travel within Kosovo and around the Western Balkans.

Ensure safeguarding and guidelines are applied and upheld in line with organisational standards and policy for the following areas:

- Child protection
- Equal Opportunity and Diversity
- Health and Safety
- Information Knowledge Management

Operational project work requires occasional (or sometimes regular) work outside normal hours, for example in the evenings or at weekends. Recuperation days should be agreed with the line manager in advance to maintain an adequate work-life balance. Postholders will be required to travel abroad on PLAY International business and should therefore hold valid travel documents.

Skills and Experience Required

Essential

- Currently enrolled or completed Bachelor's degree
- Willing to work with different communities (Albanians, Ashkalis, Bosniaks, Croat, Egyptians, Gorani, Roma, Serbs, Turks);
- Willing to promote sports for education and social cohesion in Kosovo (girls and women, people with disabilities, all communities);
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- Efficient, rigorous, honest, reliable;
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- Able to work in a team and independently;
- Current driving license.

Desirable

- Experience in written translation and oral interpretation;
- Experience working with teachers, educators, youth and children;
- Knowledge of the political, educational and social structure / systems of Western Balkan countries.

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| Please specify any passport and/or nationality requirement | Right to work in Kosovo. Right to travel in the Western Balkans. |
| Please indicate if Police checks are required | Yes |