

# RECRUITMENT

## Head of Mission

Pristina – November 2020



### PLAY INTERNATIONAL IS LOOKING FOR A FULL TIME HEAD OF MISSION TO LEAD PLAY'S OPERATIONS IN KOSOVO AND THE WESTERN BALKANS

This Senior Management position provides overall leadership for the PLAY International Mission in Kosovo and the Western Balkans. The Head of Mission is both the key link between the country operation and the Headquarters in Paris, and the glue that binds the different aspects of the Mission's work together. Whilst being responsible for the overall success of the Mission, the key areas of focus include strategic planning, fundraising, human resource management, partnerships development, public relations and financial oversight.

#### **Skills and Experience Required:**

- Minimum 3 years of experience as Head of Mission or similar position;
- Previous experience in fundraising and public relations;
- Previous experience in reporting to donors and knowledge of donor requirements (UN, EU etc);
- Minimum 3 years of experience managing 3 or more staff;
- Knowledge of accounting software (eg. SAGA, QuickBooks) and prior experience in finance or budget management.
- Excellent communication and negotiation skills;
- Excellent writing skills;
- Leadership skills;
- Strong organization and planning skills;
- Management of stress and priorities; ability to work transversally on various projects and with different teams;
- Strong teamwork skills;
- Interest in developing new projects, identifying new opportunities and contributing to the development of the Balkans region;
- Interest in the field of development, non-formal education and inter-ethnic dialogue;
- Interest or experience working in a multi-cultural, multi-ethnic and gender-balanced environment;
- Languages:
  - English: native speaker or equivalent (written and spoken – Essential)
  - French (highly desirable)
  - Albanian (desirable)
  - Serbian (desirable)
- Previous work experience within the Western Balkan countries (desirable);
- Interest and/or practice of a sport;
- Current driving license (desirable)

This is a French permanent contract with benefits including annual flights home and international health insurance. Post-holders must be available to work in Kosovo.

If this sounds like you and you 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@play-international.org](mailto:recruitment.kosovo@play-international.org)

The application **deadline is 23.59 on Sunday 29 November 2020**. Interviews will be held at the beginning of December, and the position will begin as soon as possible.

**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 previously applied for this position, please do not reapply as your application will be taken into account. If you have not heard from us by 10 December 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 Kosovo society at every level within the organization. We welcome applications from all sections of society. We guarantee an interview to disabled candidates who meet the essential criteria.***

<b>Job Title</b>	<b>Head of Mission</b>
<b>Mission</b>	PLAY International Kosovo
<b>Location of post</b>	Pristina
<b>Reports to</b>	Head of Operations

**Purpose of the job:**

To provide overall leadership for the PLAY International Mission in Kosovo and the Western Balkans. The Head of Mission is both the key link between the country operation and the Headquarters in Paris, and the glue that binds the different aspects of the Mission's work together. Whilst being responsible for the overall success of the Mission, the key areas of focus include strategic planning, fundraising, human resource management, partnerships development, public relations and financial oversight.

**Context of the position:**

PLAY International has been registered in Kosovo since 2002, using sport to build bridges and promote 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.

Leading a small, busy team towards the achievement of PLAY's 2025 strategic goals, relies on a Head of Mission who is effective in multiple areas. Success in the Mission's context is reliant on effective fundraising and partnership development combined with strong, empathetic human resources management and capacity building. With PLAY's ambitious goals in the thematic areas of education and social cohesion, the Head of Mission must demonstrate an ability to see the big picture as well as an attention to detail, which goes hand in hand with working in a developing country context.

**Main Duties and Responsibilities:**

**Strategy and mission development**

**Strategy**

- Bring the Mission strategy in Kosovo and Western Balkan to life for the team and external stakeholders and update it on a yearly basis;
- Analyse development needs in Kosovo and design new programs accordingly.

**Fundraising**

- Develop and implement the regionalisation strategy and identify relevant partners and donors in neighbouring countries (Serbia, North Macedonia, etc.);
- Monitor donor strategies, identify calls for proposals and seek funding opportunities;
- Develop and implement fundraising diversification work;
- Manage public relations with donors.
- Ensure the visibility and promotion of PLAY's work in Kosovo and the Western Balkans;

**Programs**

- Provide strategic support for the design of project activities;
- Oversee the implementation of the project activities and associated project implementation tasks (monitoring and evaluation, comms, risk management etc);
- Review and validate narrative and financial reporting to donors.
- Develop and broaden a network of institutional and civil-society partners;

**Human Resource Management**

- Supervise and line-manage staff members of the Kosovo Mission;
- Manage the recruitment of new staff;
- Ensure continuous capacity-building of the Kosovo team;
- Ensure PLAY procedures are in line with Kosovo laws.
- Assess risk levels and their potential impact on PLAY International work in the region;
- Ensure that PLAY staff are able to carry out their work in a safe environment.

### **Financial Management**

- Support the Mission's Finance Manager in producing and updating key financial documents (annual Mission budget; cashflow forecasting; human resource planning etc);
- Ensure PLAY's accounting and financial procedures are respected and in line with Kosovo law;
- Follow up the accounting on a monthly basis and ensure donor requirements are respected;
- Provide oversight for project-based budget planning and implementation.

### **Key Relationships:**

**Internal:** Head of Operations (HQ); Head of Programmes (HQ); Pedagogical Referent (HQ); Finance Director (HQ); Programmes Manager; Finance Manager; Pedagogical Manager.

**External:** Institutional donors; Individual donors; Partner organisations and institutions.

### **Other important features or requirements of the job**

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

A leadership role at PLAY International requires 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**

#### **Education**

- Master's Degree in International Relations, Humanitarian action, Political Sciences, Management or another related subject.

#### **Professional experience**

- Minimum 3 years of experience as Head of Mission or similar position;
- Previous experience in fundraising and public relations;
- Previous experience in reporting to donors and knowledge of donor requirements (UN, EU etc);
- Minimum 3 years of experience managing 3 or more staff;
- Knowledge of accounting software (eg. SAGA, QuickBooks) and prior experience in finance or budget management.

#### **Skills**

- Excellent communication and negotiation skills;
- Excellent writing skills;
- Leadership skills;
- Strong organization and planning skills;
- Management of stress and priorities; ability to work transversally on various projects and with different teams;
- Strong teamwork skills;
- Interest in developing new projects, identifying new opportunities and contributing to the development of the Balkans region;
- Interest in the field of development, non-formal education and inter-ethnic dialogue;
- Interest or experience working in a multi-cultural, multi-ethnic and gender-balanced environment;
- Interest and/or practice of a sport.

#### **Languages**

- English (Essential): native speaker or equivalent (written and spoken)
- French (Desirable)
- Albanian and/or Serbian is a plus



**PLAY International**  
Xhelal Mitrovica 47 - 10 000 Pristina  
Tel: +383 (0)44 946 091  
Website: [www.play-international.org](http://www.play-international.org)

Please specify any passport and/or nationality requirement	Post-holders must be available to work in Kosovo and have the possibility to travel in the Western Balkans region.
Please indicate if Police checks are required	Yes
Contract	French permanent contract (Contrat de travail à durée indéterminée / CDI)
To candidate	Please see job advertisement for how to apply. Deadline for applications: 29 November 2020 Applications to be sent to: <a href="mailto:recruitment.kosovo@play-international.org">recruitment.kosovo@play-international.org</a>