

<b>Job Title</b>	<b>Pedagogical Coordinator</b>
<b>Mission</b>	PLAY International Kosovo
<b>Location of post</b>	Pristina
<b>Reports to</b>	Pedagogical Manager
<b>Duration</b>	3 months (with possibility of extension)

**Purpose of the job:**

To ensure the smooth implementation of PLAY International's project activities in various localities around Kosovo and neighbouring countries. Preparing pedagogical content, supporting and delivering trainings for teachers, sport animators and youth on PLAY's inclusive sport methodology.

**Context of the position:**

PLAY International has been active in Kosovo since 2002, using sport to build bridges and promote peace and reconciliation between communities on a national and international level. Working on several complimentary initiatives at the same time, PLAY actively engages local partners and other relevant stakeholders to ensure sustainability and impact.

The pedagogical team, in which the coordinator plays a central role, delivers a continuous schedule of high quality, context relevant training, support and follow up to hundreds of participants and beneficiaries in the field each year. All the work of the pedagogical team is built on a foundation of strong project management, monitoring, evaluation and learning, and communication with stakeholders.

**Main Duties and Responsibilities:**

**Training and Event Preparation and Delivery (40%):**

- Assist the Pedagogical Manager and Senior Coordinator in creating, preparing, and revising the contents of trainings and events;
- Lead sessions during training and events;
- Assist in the delivery of sessions led by other coordinators during trainings and events;
- Assist in the organisation of trainings and events: coordination with participants, drafting of attendance lists etc.
- Contribute to administrative and logistical organisation of training events (attendance lists, data collection tasks, procurement etc.).
- Conduct ad hoc additional training sessions in project localities as per the requirements of the projects

**Field visits (40%)**

- Conduct support, monitoring and quality assurance field visits as per project activity timetables
- Complete data gathering and reporting requirements linked to field visits to Pedagogical Manager and Senior Coordinator;
- Keep regular contact with project beneficiaries;
- Address issues encountered (attitude, working together etc) in a professional and calm manner (including consulting with the pedagogical team to agree on the best approach to take);
- Where appropriate, ensure field activities are planned at least 3 days in advance and that a suitable place for the activities is booked;
- Maintain appropriate regular communication with local actors/local partners during field visits;
- Always be dressed smartly in PLAY International branded sport clothes during visits;

**Project Administration (15%)**

- Write-up short activity reports as required and following internal guidelines;
- Assist in data entry tasks as required;
- Actively participate in planning, evaluation and review sessions led by the project team to continually improve the outcomes of PLAY International's work;

- Work closely with the Programmes Team to ensure relevant information and tasks are communicated and coordinated.

#### **Communications and Coordination Tasks (5%)**

- Contribute to the information gathering for communications materials about the project (photography, interviews etc);

#### **Key Relationships:**

**Internal:** Pedagogical Manager, Senior Coordinator, Programme Manager, Administration and Finance Team, Logistician, Other PLAY International Project Teams.

**External:** Teachers, sport animators, youth volunteers, local partner organisations, children participating in multiplier activities, other local stakeholders (municipal officers etc.)

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

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

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 regular work outside normal hours, in particular during weekends. Recuperation days should be agreed with the line manager in advance to maintain an adequate work-life balance. Postholders may be required to travel abroad on PLAY International business and should therefore hold valid travel documents.

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

##### **Essential**

- Currently enrolled in or completed Bachelor's degree in a relevant field (political/social sciences, education, social work, etc.) or equivalent work experience;
- Experienced in working with different communities (Albanians, Ashkalis, Bosniaks, Croats, Egyptians, Gorani, Roma, Serbs, Turks);
- Willing to promote sports for social cohesion in Kosovo (girls and women, people with disabilities, all communities);
- Experienced in teaching and/or leading trainings/workshops
- Languages:
  - Albanian (Essential): fluent, written and spoken (C1/C2)
  - English (Essential): good knowledge, written and spoken (B2/C1)
- Good organisational and logistical skills including experience in organising events/trainings;
- Efficient, hard-working, proactive and flexible
- Excellent communication and interpersonal skills;
- Able to work in a team and independently;

##### **Desirable**

- Languages: Bosnian-Croatian-Serbian (highly desirable); French (desirable/advantage)
- Experience in written translation and oral interpretation;
- Experience working with youth and children;

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

This is a **locally appointed position**. 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. Also, this is a junior position with 591.68€ gross (504€ net) salary based on PLAY International salary grid and with the benefit of private health insurance.

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: [fiona.furacao@play-international.org](mailto:fiona.furacao@play-international.org)

The application **deadline is 23.59 on Sunday 1 January 2023**. Interviews will be held at the beginning of January 2023, and the selected candidate is expected to start on Monday 16 January 2023.

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 2023, 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.