

# Job Vacancy

# Project Manager

December 5, 2024

The Balkan Forum is seeking a skilled and dynamic Project Manager to join our team. The ideal candidate will be a dedicated and driven professional who is willing to take the responsibility to oversee projects, from initiation to completion, ensuring that all aspects of the project align with organizational objectives.

**Deadline for applications:** 25 December 2024

**Expected start date:** 15 January 2025

**Contract:** 12 months, full time (40 hours/week)

**Salary range:** Competitive NGO salary

**Location of the post**: Prishtina, with limited travel in the Western Balkans region

**Reporting:** The Project Manager will report to the Executive Director.

# About the Balkan Forum

The Balkan Forum (The BF) is a regional, multisector platform designed to advance cross-border dialogue and create a shared regional vision and agenda for cooperative action in the Balkan region based on economic integration, prosperity, and sustainable peace. We highlight good practices of regional cooperation to policy discussions and promote existing efforts to connect grassroots initiatives, knowledge, and successes to the decision-making levels that are responsible for policymaking and regional and/or EU integration.

We adopt a positive approach as the guiding principle for our activities; rather than re-emphasizing the problems that have divided the Balkan populations for many years now, we focus heavily on the positive elements that unite them, including celebrating the diversity and highlighting shared aspirations and values of our societies.

Our efforts focus on filling gaps and mobilizing action; facilitating consensus building and dialogue; and building political will for policy action on regional cooperation initiatives. This includes encouraging systematic engagement in our four thematic areas and other important issues for the region, and ensuring follow up to take forward outcomes and priorities from different activities by also linking with - and learning from - other in-country and regional initiatives, for example Berlin Process and Nordic Council.

Geographic focus: Albania, Bosnia and Herzegovina, Croatia, Kosovo, Greece, North Macedonia, Montenegro, Serbia.

Thematic areas: Circular Economy, particularly intersection between education, environment and labor market.

Partnership and collaboration: we interact on regular basis with civil society actors in the Balkan region including youth, media and journalists, experts, academia, public officials, donors, international organizations, business actors, and diaspora. Together with these actors, we are identifying opportunities for collaborative action, connecting diverse initiatives and stakeholders to maximize impact, fostering experimentation and innovation, and amplifying progressive voices.

# Responsibilities

* Manage Project Cycle [Planning-Implementing-Monitoring and Reporting]
* Continuously develop/manage project plans, timelines and budgets.
* Identify project stakeholders and effectively communicate with them.
* Foster collaboration within project team ensuring clear roles and responsibilities.
* Monitor project progress, identify issues and implement solutions.
* Track and manage project resources, including personnel and materials.
* Ensure project milestones are met on schedule and within budget.
* Manage and mitigate project risks by taking actions proactively.
* Maintain relations with donors and work with team members for fundraising
* Continuously improve project management processes and methodologies.
* Document and report on project performance, progress reports including final project narrative and financial reports ensuring transparency and accountability.
* Contribute and fundraise for the organization.

# Qualification, Experience & Competences

Education:

* Bachelor's Degree in Management, Political Science or certifications such as PMP, Prince 2 Practitioner, or a combination of relevant educational background with project management experience are highly preferred.

Proven experience:

* At least 5 years in Project Manager/officer role, overseeing, managing projects from start to finish.

Skills and competence:

* Excellent planning, organizational and problem solving capabilities.
* Strong leadership and interpersonal skills.
* Exceptional problem solving and decision-making abilities.
* Proficiency in project management software and tools.
* Able to work effectively and flexibly in a friendly and dynamic team/environment;
* Excellent command of English, both verbally and in written communication, with the ability to engage diverse audiences effectively.
* Willingness to travel in the region.

**What we offer:**

* A collaborative and supportive work environment.
* Opportunity to work, travel and meet new partners from the Western Balkan region and EU.
* An opportunity to contribute to impactful projects addressing pressing issues such as the environment, climate change, media literacy, regional cooperation etc.

# How to Apply

Please send your 2 page resume and a cover letter (max 1 page) **in English** detailing your experience and motivation with the subject line **Applying for Project Manager:** todren@thebalkanforum.org and to  **info@thebalkanforum.org**

The Balkan Forum is an equal opportunity employer and encourages applications from candidates of all backgrounds. Shortlisted candidates will be contacted for interviews. We thank all applicants for their interest in advance.

For further information about The Balkan Forum please visit [https://thebalkanforum.org](https://thebalkanforum.org/)