



«EDUS» «EDUKACIJA ZA SVE»
Udruženje za unapređenje obrazovanja i podrške djeci sa i bez poteškoća u razvoju
«EDUS» «EDUKACIJA ZA SVE»
Udruga za unaprijeđenje obrazovanja i potpore djeci sa i bez poteškoća u razvitku
«ЕДУС» «ЕДУКАЦИЈА ЗА СВЕ»
Удружење за унапређење образовања и подршке дјечи са и без потешкоћа у развоју
«EDUS»«EDUCATION FOR ALL»
Association for advancement of education and support for children with and without developmental delays

Broj: 210-06/18

JOB VACANCY

Sarajevo, 26.06.2018.

PROJECT COORDINATOR

JOB DESCRIPTION & POSITION DESCRIPTION:

PROJECT COORDINATOR (7 month position with possible extension)

Project Coordinator will be responsible for the:

- Achievement of project objectives through adherence to high standards of management quality.
- Ensure high quality project implementation with due respect to donor requirements regulations and standards,
- Ensure integration of project activities
- Ensure effective consultations with communities, partners and donors.
- Maintain written track record of all project-related communication and agreements.
- Keep all project-related documentation on file
- Writing Reports

Minimum education, training and experience requirements to qualify for the position:

- University degree in, economics, management or social sciences. Master degree in relevant field would be an advantage
- Practical experience in project community development, consultation and partnership development.
- Experience with NGO policies and strategies and be familiar with BH rules and regulations
- Excellent computer skills
- Well-developed knowledge of written and spoken English and local languages
- Previous experience would be an asset

Preferred Skills, Knowledge and Experience:

- Experience in operations and team management
- Strong communication, presentation, facilitation and interpersonal skills
- Ability to manage multiple tasks and work under pressure
- Ability and willingness to learn new things and support new initiatives

Please if interested send your resume and cover letter via edus.bih@gmail.com by June 30th 2018. We thank all applicants for their interest, but please note that only selected candidates for an interview will be contacted.

Executive Director:
Nirvana Pistoljevic

EDUS – EDUKACIJA ZA SVE
Kemala Kapetanovića 43, 71000 Sarajevo
tel. +387 33 654 990, +387 62 696 235
edus.bih@gmail.com
www.edusbih.org