

22.08.2024

**DESCRIPTION:**

**The organization YMCA MOVEMENT- YMCA LEVIZJE announces a vacancy for one professional open position:**

**Project Manager - Peja (Full-Time)**

**Are you a caring, honest, respected, and responsible person? If yes, please do not hesitate to join our team that has these as the core values of the job.**

**About the organization:**

YMCA MOVEMENT is an organization based on the values of volunteerism that aims to inspire and encourage leadership among young people and assist in healthy community development. YMCA MOVEMENT is a full member of the World and European YMCA bodies. YMCA is the first youth organization in the world and was founded in 1844.

**Job location:** Municipality of Peja

**Duration:** 6 months with a possibility to extend

**About the project:** The YEEP II project targets young people from the rural and urban areas of Peja, and aims to provide young people with the skills and knowledge to enter the labor market, as well as to inform them of job opportunities that may be suitable for them and their abilities.

Within this project, young people will be equipped with a comprehensive set of life skills, young people will be offered professional mentoring, and practical work, and will be encouraged to come up with business ideas, which if successful will be funded by the project.

**Main responsibilities:**

- Manage the YEEP II project, and be in charge of organizing the activities and expenditures according to the budget.
- Manage youth/project activities;
- Manage weekly meetings and training for youth;

- Manage and organize the space maintenance to be at the highest standards for young people;
- Manage monitoring, reporting, and implementation of the project;
- Maintain data and records of the organization/projects;
- Ensures that the visibility of the project follows all the donor's regulations and YMCA guidelines;
- Work as part of the Peja YMCA region;
- Work for the YMCA vision and mission,
- Engages and assists in other programs of the organization when needed and required.

**Required key responsibilities:** Identification and selection of project participants; conducting the assessment, delivery of Life Skills and Employability training, coaching, and mentoring, referring young people to vocational courses, collaboration with companies and possible employers for internship or employment opportunities for project participants, managing project implementation, budget and activities within the project.

#### **QUALIFICATIONS:**

- Bachelor's Degree in Social Science and Volunteering experience preferred.
- Flexible and willing to adapt to changes based on needs.
- Strong interpersonal skills and team-oriented.
- Must have a personal philosophy compatible with the purpose, mission, and core values of the YMCA.
- Open to working in different time schedules.
- Experience working with young people (preferred);

#### **Benefits and Compensation:**

- Salary ranges 480-540 Euro per month depending on experience.

#### **How to apply:**

Interested candidates / please send a CV and a motivation letter to the email address: **office@ymcakosovo.com**.

In the subject of the email please write the position you are applying for ( Youth Worker in Peja YMCA)

Applications are open until **01 .09.2024**, all applications submitted after this date will not be considered.

Only shortlisted candidates will be contacted for an interview.

**Note:** The YMCA Movement is an Equal Opportunity Employer. To provide equal employment and advancement opportunities to all individuals, employment decisions at the YMCA will be based on merit, volunteering experience, qualifications, and abilities. YMCA does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, disability, sexual orientation, and gender identity.