

JOB ANNOUNCEMENT:

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH,
Global Programme “**Sport for Development**”
in the office in Skopje,

offer the vacancy of:

Junior Adviser

Duration: Employment is planned to start in September, 2022. We offer a contract of limited duration until September 2025 under local/national regulations.

Weekly working hours: 40 (full time position)

I. Overall purpose of the assignment

The Junior Adviser will support the Global Programme “Sport for Development (S4D)” in particular its programme component in the Western Balkans in coordinating, planning and implementing its programme measures. The position in the GIZ office in North Macedonia supports advocacy for and supports national and regional partners (state and civil society) to integrate the sport for development approach into their activities and strategies. The Junior Adviser works in close collaboration with the project team and takes over responsibility for working packages or processes. The position holder shows interest in conceptual work as well as advocacy for sport for development. The Junior Adviser works closely and constructively with all internal and external colleagues in the area of responsibility and ensures a good flow of communication.

II. Main tasks and responsibilities:

a. Coordination and advisory services

- Supports the coordination, planning and implementation of the planned activities of the programme in the Western Balkans (Albania, Kosovo, North Macedonia, Serbia, Bosnia and Hercegovina).
- Supports advisory of local, national and regional partners (e.g. states, civil society) on sport for development and how to implement activities and strategies using the working methods of the programme and its partners.
- Identifies, develops and maintains contact with key partners at local, national and regional level, such as government institutions, sports organisations, NGOs, academia and supports collaboration with German and international partners of the programme.
- Actively supports cooperation with other GIZ programmes in the region.
- Contributes conceptually to project activities and the joint implementation of S4D with partners
- Drafts project proposals for internal or external collaborations, initiates innovative and creative ideas to further develop sport for development in the region and promote sport within development cooperation.

b. Administrative Assistance

- Provides contextual, technical and administrative support to the Component leader and the team in the WB Hub;
- Assists in planning and preparation of program measures and activities
- Drafts Terms of References for service contracts and other financial agreements
- Assists national and international experts in carrying out their work in the region
- Carries out specific research tasks required for planning, implementation or development of project activities or team development;
- Assists in drawing up reports/documentation and provides short translations / interpretations if needed

c. Knowledge Management

- Supports the project knowledge management and compiling project outputs and experiences in appropriate way (e.g. by DMS, S4D toolkit, IDA)
- Documents the project's achievements (factsheets, presentations, etc.)
- Processes information and good practices for using in publications, e.g. collect good examples from implementation; taking and/or selecting photos of good quality
- Participates in internal and external meetings and workshops, assists with moderation and documenting, e.g. taking minutes

d. Public Relations (PR) of the Project

- Prepares posts/articles for GIZ social media, newsletter, website etc. in close cooperation with PR focal points in the WB countries and HQ (e.g. factsheets, brochures, articles)
- Manages the design/production of publications and materials
- Performs other duties and tasks at the request of the supervisor

III. Required qualifications, competences and experience

- University degree in sport, social or political sciences or related discipline that is relevant to accomplish the tasks;
- Minimum 3 years of professional experience in the field of sport, education or youth work;
- Experience in working with international organisations, governmental institutions (local, national level) and non-governmental organisations (local, national and regional level), in particular sport organisations (federations, governing bodies and clubs), youth centers and educational institutions
- Knowledge of the national context, as well as regional and international developments in the field of sport, (physical) education and youth work
- Excellent spoken and written command of English language
- Knowledge of Serbian/Croatian, Albanian and/or German would be an asset
- Good knowledge of ICT technology and computer applications
- Applies a pro-active, structured and solution-oriented working approach
- Very good communication skills with different partners, including moderation and facilitation competence

- Very positive about working cross-borders in the Western Balkans and with S4D colleagues and partners around the globe
- Willingness to travel in the region
- Driver's License B
- Ability to quickly learn and understand new systems and processes
- Strongly developed social and intercultural competences
- Strong networking and communication skills

How to apply:

Qualified candidates are invited to submit their electronic application in English language consisting of a Letter of Motivation, CV with detailed description of your professional experience and education and copies of supporting documents (university degree(s), reference letters and certificates) to hr-nordmazedonien@giz.de .

Only selected applicants will be invited to an interview following the evaluation of application letters and CVs. Candidates who have not been contacted should consider that there will be no follow-up to their application.

Subject of the email: REF: Job Application – Junior Advisor

Deadline for the application: 24.08.2022