

Call of interest; Position: Project Assistant Kosana (60%)

Solidar Suisse bases its work on two fundamental principles: income security through employment, decent working conditions and a social protection floor on the one hand; and on the other, a democratic community in which citizens' and human rights are guaranteed. Both are key elements the fight against poverty and for sustainable development. These issues are crucial to achieve social justice.

The main aim of the KOSANA Project is improvement of health and social security of the population in Kosovo through support of active participation by civil society regarding health policy and in particular the health insurance system reform. There are two project components that focus on different target groups, i.e. patients/citizens and health care workforce. The patient component has two main outcomes. First outcome is the level of informed participation of civil society organizations has increased and influenced positively the quality, accessibility and affordability of health care services. Second outcome focuses on concrete improvements of services initiated by the project have improved the quality of health care in specific areas. The workforce component is similar. Within first outcome the project facilitates the participation of organizations representing health care workers in health care reform discussions and policy options development. Within second outcome, the project enables concrete improvements measures related to working condition of health care workers.

Job objective

To support, Kosana programme with coordination of project partners and provision of support in development of position papers, project proposals, coordination of lobby activities, and research.

Coordination (40%)

In full coordination with project manager project assistant:

- ✓ Assist in the organisation and coordination of events, workshops, media and visibility events;
- ✓ Maintains communication and supports coordination with project partners;
- ✓ Supports the activities of visibility and PR;
- ✓ Supports monitoring and evaluation activities.

Other (20%)

- ✓ Supports project partners in development of position papers, coordination of lobby activities, proposal development, research activity;
- ✓ Reports monthly to Project Manager/Supervisor;
- ✓ Perform other duties as assigned by the Project Manager/Supervisor.

Job qualifications

The employee needs to have experience in similar assignments ideally but not mandatory in the health care sector. Project cycle management skills, as well as advocacy, communication and research skills will be considered an advantage. Moreover, previous experience in collaboration with international organizations would be preferable.

Working hours and job location

The job holder has a workload of 24 hours per week.

The application documents CV and Motivation Letter should be sent **by 17th July, 2018** at info@solidar-suisse-kos.org. For any questions or clarifications please contact: info@solidar-suisse-kos.org