

Solidar Suisse fights for decent work, democratic participation, and social justice worldwide. On behalf of our donors, we put solidarity into action in over 60 projects on four continents. With foresight and ambition, we eliminate social wrongs, and create possibilities and prospects for disadvantaged people.

For our new project “Strengthening resilience and covering basic needs of people on the move in Una Sana Canton, BiH” we are looking for a

## **Project Manager (100 %)**

As Project Manager you will oversee the smooth and cost-effective implementation of the project in the field of psychosocial support and voucher distribution. You will have the main responsibility for the compliance with our quality standards and policies. You will prepare both operational and financial reports for the project and communicate regularly with our regional office in Kosovo informing on project progress and context development. In your role as project manager, you represent Solidar Suisse and the project to all relevant stakeholders in Bosnia and Herzegovina and you will work closely with our partner organization in Bihac, provide backstopping especially for designing and implementing the voucher component. Depending on your interest and qualifications, we will assign you additional tasks related to our program in Bosnia and Herzegovina.

### **Your qualifications**

- At least five years’ experience in managing relevant humanitarian assistance projects with proven expertise in voucher distribution and psychosocial support
- Knowledge of the migration context in Bosnia and Herzegovina, and experience in working with the relevant authorities, international organizations, and local NGOs
- In addition to the usual computer programs (MS office), you are also proficient in instruments for field data collection (kobo toolbox or similar) and are experienced in setting up a corresponding monitoring and evaluation system.
- Excellent communication and negotiation skills in English and Bosnian (written and oral)
- You are familiar with development cooperation in Bosnia and Herzegovina and maintain good contacts with NGOs, authorities, and donors. Expertise in other strategic areas of Solidar Suisse in Southeast Europe like “Enhancing youth employability”, “Strengthening worker’s rights” or “Increasing civic participation” would be an asset.

### **Our offer**

A challenging task with great personal responsibility and creative freedom. Close cooperation with the team of a well-established local NGO in Bihac, embedded in the interdisciplinary and international team of Solidar Suisse. This is a temporary position for the project duration of 11 months.

We look forward to receiving your complete application including a CV, motivation letter, work certificates and diplomas by February 6<sup>th</sup>. Please send your application to [hr@solidar-suisse-kos.org](mailto:hr@solidar-suisse-kos.org). For additional information, please contact Ms. Syzane Baja, Regional representative Southeast Europe [s.baja@solidar-suisse-kos.org](mailto:s.baja@solidar-suisse-kos.org) or visit our website.