HELVETAS Swiss Intercooperation-Kosovo (HELVETAS) implements the project “Decentralisation and Municipal Support” (DEMOS). DEMOS is financed by the Swiss Cooperation Office - Kosovo. The central part of the project DEMOS is the Performance Grant (PG) for municipalities. This is a financial incentive scheme, co-financed by the Ministry of Local Government Administration (MLGA) and the Swiss Development Cooperation (SDC), with a focus on good and democratic local governance. Municipal performance is assessed on an annual basis and the grant is distributed according to the performance score. Currently our project team is looking for a

**Local governance – Resident consultants Northern municipalities (4)**

The Resident consultants shall support municipalities of North Mitrovica, Zvecan, Leposavic and Zubin Potok in their governance processes. The consultants should meet the following requirements:

**Qualifications and professional experience:**

* University degree, preferably MA, in public administration, social sciences, or other related fields
* At least 8 years of proven professional experience with public administration
* At least 4 years of proven professional experience with issues of local governance
* Experience with the following:
  + Local finances
  + Policy and decision making processes
  + Transparency and citizen participation
* Experience in advisory/consultancy positions advising high-level officials
* Fluency in speaking and writing English, Serbian and Albanian
* Excellent proven drafting skills
* Detail oriented, creative and good communication skills

**Main tasks and responsibilities**:

* Support the mayors of those municipalities in improving their democratic and governance processes.
* Support municipalities in meeting the minimum conditions and improving performance in the PG.
* Cooperate with other resident consultants and participate in other DEMOS and MLGA activities that offer opportunities to facilitate exchange of experiences for better municipal performance.
* Support Performance Management System (PMS) coordinators and departmental officials in providing timely and accurate data related to the PG and the PMS.
* Facilitate coordination and communication between respective municipalities and other institutions related to municipal performance.

The resident consultants are expected to work for the respective municipalities four days a week. The resident consultants shall spend one day a week in DEMOS and/or MLGA.

The successful applicants will be based in the North Mitrovica, Zvecan, Leposavic and Zubin Potok Municipality respectively, and in DEMOS and/or MLGA offices in Pristina.

Each position is a full time job starting from November 2018 with one-year duration.

Please send your CV (indicating phone number) with two reference persons (of which one from an international organisation) **until latest 16 November 2018, 09:00 CET** by email to **kosovo.**[**info@helvetas.org**](mailto:info@intercoopkos.org)**.** Only short-listed candidates may be invited for an interview.

The successful candidates may be required to present copies of diplomas, certificates and other documents.

**HELVETAS** provides equal employment opportunities for all candidates and encourages applications from female and non-majority communities in Kosovo.