



## **Building a Greener Economic Environment**

### **Job description**

Project Coordinator: Integrated Forest Management along the Drin River Basin in Kosovo

### **Background**

CNVP (Connecting Natural Values & People Foundation) is a Dutch-based organization operating in the Balkans, a successor of SNV the Dutch development organization. Currently, CNVP is implementing projects in Albania, Kosovo, North Macedonia and Montenegro. We focus on forests as one of the most important ecosystems for biodiversity conservation, climate change mitigation and local economic development. By promoting the sustainable use of natural resources, we help local communities and governments create a life in harmony with nature. Through our projects, we contribute to a better Southeast Europe by working in the following six key areas:

1. Sustainable natural resource management
2. Climate change
3. Rural development
4. Renewable energy
5. Community mobilization
6. European accession

CNVP in Albania, Montenegro, North Macedonia and Kosovo is implementing a new three-year project (2022-2025) " Integrated Forest Management (IFM) along the transboundary Drin River Basin ", funded by ADA.

Adopting Integrated Forest Management (IFM) approaches will create environmental and economic benefits for local communities in project areas through increased know-how and contribute to climate change adaptation efforts as well as contribute to effective carbon sinks.

### **Position summary**

CNVP Kosovo Project Coordinator (PC) will contribute to implementation of the project activities as envisaged in the project document and will be also the focal point for the Kosovo part of the project. Project activities range from afforestation and sustainable regeneration, biodiversity protection, income generation activities to the preparation of research papers with academic experts and the organisation workshops and awareness raising events with different stakeholders. The project applies a multi-stakeholder approach, integrating national and international experts as well as local communities, central, regional and local authorities, and on-going initiatives. PC will work within a project team, guide the consultants involved in the project, and provide technical expertise on their outputs.

**Responsibilities**

The project coordinator will be responsible to coordinate, and carry out project activities implementation for achieving the overall goal of the project, which is to put IFM into practice and improve the knowledge of IFM among project stakeholders. This will involve the following tasks:

- Coordinating and supporting the implementation of integrated forest management;
- Jointly with CNVP IFM project team, prepare the annual work plans for activities to be implemented in Kosovo;
- Prepare afforestation plan and organize its implementation in the field;
- Work closely with stakeholders to identify the parcels for afforestation and silvicultural treatment implementation;
- Prepare and implement the plan for establishing and tending of fast-growing tree plantations in river basin areas;
- Coordinate the work and the actions with other project teams in Albania, Montenegro and Northern Macedonia.
- In coordination with regional and country project managers, set up a system to manage and monitor project activities;
- Supporting the establishment of cooperation and partnerships within and between countries.
- Promoting the collaboration and sharing of information with other donor funded programmes in the area;
- Organising and participate in regular internal update sessions to critically reflect and review the project's strategy and partnerships;
- Organising regular formal learning sessions with the team on IFM topics
- Promoting knowledge sharing with and learning from other similar programmes inside and outside project areas;
- Organising regular field exercises to collect the data required to assess the impact of the project's interventions;
- Continuously writing and putting together communications pieces (case studies, blogs, articles etc) to showcase the impact of the project and lessons learned from implementation
- Coordinating the set-up of awareness raising workshops and conferences;
- Continuously monitoring and evaluating all project activities;
- Drafting country progress reports;
- Coordinating activities with and reporting to regional Project Manager;

**Requirements**

- A university degree in a relevant discipline such as forestry, natural resources, environment, rural development;
- Excellent knowledge of Integrated Forest Management and ideally practical experience in implementing IFM projects;
- At least 5 years of work experience in project implementation and coordination;

- Proven ability to lead and manage teams and demonstrated interpersonal skills with both colleagues and external stakeholder;
- Organizational and practical attitude, and a strong interest in working with local and national stakeholders;
- Attention to detail, and proven success in project implementation, coordination, and related activities;
- Experience working with international organizations is an advantage;
- Familiarity with issues related to forestry and rural development in Kosovo;
- Excellent IT and tech. skills (MS office, use of forestry tools and technology)
- Excellent written and spoken English and Albanian language required; and
- Driving license: minimum B – category

**Working conditions**

- Full-time for the project duration of 3 years (with possible extension)
- Place of work: Prishtina, Kosovo

**Performance:**

This summary job description will be used in the Employee's Annual Performance Review. Annual targets for the employee to be used in assessing the performance will be agreed with the employee.

**Behavior**

In order to contribute to meeting CNVP's mission statement and objectives, the Project Coordinator must perform this job in a way that maximizes positive cooperation and networking among all CNVP staff and related stakeholders. It is critical to portray CNVP as a professional organization with integrity that provides the highest quality service.