

Tuzla, 15 October 2019

JOB VACANCY

The Tuzla office of the Rosa-Luxemburg-Stiftung Southeast Europe is looking for a

project manager & political analyst (permanent, full-time)

in Tuzla by 01 January 2020.

SUMMARY

The Rosa-Luxemburg-Stiftung is a German political foundation that operates both nationally and internationally. In keeping with its eponym, it is committed to the thought and action of the socialist Rosa Luxemburg. We are committed to work within the traditions of the global workers, women, anti-fascist and anti-war movements and we are advocating the ideas of Democratic Socialism.

Our office for Southeast Europe (SEE) was opened in 2010 in Belgrade. With funds from the German Federal Foreign Office, it supports non-profit organizations in Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Kosovo, Macedonia, Montenegro, Romania, Serbia and Slovenia. We are working on two levels. (1) Supporting workers, women, Roma, antifascist and LGBT groups engaged in social rights advocacy and the building of networks for self-organization; (2) Supporting the elaboration of alternative policies, which are based on social rights and democratization in order to counter the neoliberal domination, and supporting of the elaboration of a differentiated and critical discourse on the history of the left in the region.

For our new liaison office in Tuzla, Bosnia-Herzegovina, which will open on 01 January 2020, we are looking for a new project manager & political analyst. The Office will be responsible for education measures in Bosnia-Herzegovina, Albania and Kosovo.

YOUR TASKS INCLUDE

- preparing, carrying out and monitoring projects/activities of the Tuzla office in terms of content, organisation, and budget;
- developing the budget of partner organizations together with the partners according to the guidelines of RLS;
- drafting project agreements between RLS and partner organizations;
- monitoring of activities of the partner organizations during the implementation period;
- ensuring that partners send their intermediate and final narrative and financial reports on time;
- checking the financial reports of the partners together with RLS Accounting in detail and report problems to Head of Office and partners;
- preparing reports and detailed documentation on events and projects, along with materials and articles for PR purposes;
- building and maintaining contacts on behalf of the RLS office & representing the office at external events and meetings, including abroad;

- analysing the political situation and mapping of left wing initiatives;
- knowledge about trade-unionism and trade unions in Southeast Europe;
- conception of content and editing of publications of RLS Office for Southeast Europe in BHS and English language;
- management of projects of partner organizations, relating to content, administrative tasks and documentation;
- conceptualization and management of own activities of the RLS Tuzla office;
- communication and coordination, as well as project-related collaboration with colleagues from the Belgrade office;
- performing general office tasks.

WHAT WE REQUIRE

- relevant working experience and academic background;
- experience in project management and event organization, particularly in collaboration with NGOs, social movements and other political/civil society players including administrative handling, planning, organizing, reporting and documentation;
- very good knowledge of the political landscape in Southeast Europe, especially on trade-unions;
- experience in project management;
- an excellent command of Serbo-Croatian and English – knowledge of another language from Southeast Europe is advantageous;
- knowledge of another language from Southeast Europe or German is advantageous;
- good computer skills;
- identification with the values and goals of the Rosa-Luxemburg-Stiftung;
- communication and organisation skills, team spirit;
- willingness and availability to travel and to occasionally work on weekends and evenings.

WHAT WE OFFER

- a diverse field of responsibility with great potential for creativity and development;
- a broad international network of RLS offices and partners;
- an open minded and friendly work environment;
- salary and benefits are comparable to other international non-governmental organisations.

Please send your detailed job application, in English, including a motivation letter, CV, University Diploma respectively profession certificates and references by email (preferably in one file) until **15 November 2019** under the subject JOB APPLICATION to: krunoslav.stojakovic@rosalux.org

Receipt of applications will not be acknowledged. Job interviews will take place on **26 and 27 November 2019** in Tuzla by notification/invitation. The Rosa-Luxemburg-Stiftung is an equal opportunities employer.

Want to know more about us?

Rosa-Luxemburg-Stiftung **BERLIN**: <https://www.rosalux.de>

Rosa-Luxemburg-Stiftung **BELGRADE**: <https://www.rosalux.rs>