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Job Description

Date of entry into force: **07.09.2023**



Position

Thematic Coordinator for Digitalization - Higher Education Intervention 2025 (HEI25) Project

Summary of the Project

The HEI25 project aims to address an extensive variety of elements in higher education and support digitalization, transparency, academic integrity, accountability and student activism by providing technical assistance, supporting academic faculty, as well as by monitoring relevant aspects of operation of Kosovo Accreditation Agency (KAA), Ministry of Education, Science, Technology and Innovation (MESTI) and public universities. The overall impact of the project is improved quality, effectiveness and competitiveness of the higher education sector which contributes to social and economic development of the country

The Outcome of this project is that Kosovo's higher education system is more democratic and indicates improvement of legislation and increased inclusiveness of students in decision-making processes, while public HEIs are internally competitive.

The target groups for this Action are: 1) Kosovo Accreditation Agency (KAA), a national body responsible for external quality assurance in HE; 2) Ministry of Education, Science, Technology and Innovation (MESTI) responsible for planning the development of higher education in Kosovo; 3) Seven public universities in Kosovo accounting for 57% of the total student population in the country, organized in the Kosovo Rector's Conference; 4) Student groups representing interests of more than 54,000 students in 7 public universities in Kosovo; 5) Academic staff in Kosovo public universities.

Qualifications

- BA/BS degree in Education, Social Sciences, Technology or a related field; Master's degree preferred;
- Knowledge of project coordination and administration;
- Excellent written and oral communication skills in the Albanian and English language.

Other skills

- Must be able to work both independently and as part of a team;
- Experience in coordination and liaising effectively with third parties;
- Knowledge of the higher education system in Kosovo;
- Extensive experience with writing, editing, and proofreading documents and reports;
- Advanced computer skills;

- Strong organizational skills including task and time management, multi-tasking, establishing priorities, and meeting deadlines;
- Excellent attention to details, analytical skills, ability to think strategically, and work with minimal supervision;
- Creativity, flexibility, and excellent interpersonal skills.

Tasks and responsibilities

- Manage, coordinate and oversee the implementation and delivery of all digitalization related activities arising from Components 1, 3 and 4 of the HEI25 Project as per agreed annual work plan, including technical support and capacity building activities;
- Work in close coordination with KAA and MESTI to identify needs for digitalization and agree on the necessary interventions;
- Ensure that project digitalization activities are successfully implemented in accordance with the project timeline and in close cooperation with beneficiaries;
- Liaise with external experts, project team & partners and beneficiaries regarding the interventions related to digitalization and other project activities, as well as manage the recruitment of local and international consultants;
- Maintain communication and coordinate activities with subject matter experts, institutions, and instructional designers to create high-quality online course materials;
- Monitor the implementation and progress of project activities, especially digitalization activities; Stay up-to-date on new technologies and best practices in digitalization of processes for better effectiveness and efficiency;
- Represent HEI25 in meetings and/or events, as needed;
- Organize logistics for events/meetings/workshops/study visits etc., for digitalization related activities;
- Contribute to annual, biannual and other reporting, as requested by the project;
- Perform other tasks as requested by the Project Manager.

Reporting

The Thematic Coordinator for Digitalization reports to the Project Manager.

Working hours

The Thematic Coordinator for Digitalization will have a full working schedule of 8 hours at KEC offices, adding overtime work depending on the needs and specific requirements by senior management.

Remuneration

The remuneration is made in accordance with the employment contract.

Version	Description of amendment	Data
1.0	Initial publication	01.11.2022
1.1	Second publication	07.09.2023