

Job Position: Industry Relations (IR) Specialist

Under the general direction of the Chief of Party (CoP), the Industry Relations (IR) Specialist will lead formation of partnerships, including the development of partnership agreements and Memoranda of Understanding between Private Sector and University Partners.

Additionally, it will support private sector partners and stakeholders in Kosovo and Iowa in implementing and achieving Activity outcomes. The IR Specialist will facilitate advisory, managerial, and reporting functions for the project, and s/he will provide guidance on technical, administrative, and procedural issues and activities.

The IR Specialist will coordinate partners in assuring compliance, monitoring, and evaluation activities are completed in accordance with USAID and University of Iowa policies and procedures. The IR Specialist will also support the CoP on a day-to-day basis, with a focus on collaboration, learning, adaptation, and organizational development.

Duties and Responsibilities:

- Provide technical leadership for the design and management of innovative partnerships with the private sector and selected universities and their Faculties.
- Support the operations and logistical needs necessary to improve the structures, practices, and interactions of the participating Faculties' Industrial Boards.
- Strategically recruit, promote, and expand ICT and agriculture industry involvement in Kosovo's universities, and engage diaspora and Iowa industrial counterparts where prudent.
- Lead discussions and actively engage with private sector partners and university partners, the public sector, and civil society, including the diaspora community.
- Coordinate with donor community, public institutions, and the donor's other funded projects to ensure harmonization of private sector and university partnerships activities.
- Engage and maintain relationships with industry associations.
- Provide general administrative support to the Chief of Party, to include scheduling, coordinating, tracking of tasks and deliverables, preparing project documents and correspondence, researching and ensuring compliance with rules and regulations, and providing direct service to implementing partners, end-users, and stakeholders.
- Lead the comprehensive outreach and communications strategy, coordinating across the implementing, university, and private sector partners, ensuring adherence to relevant policies, and maintaining quality and accessibility of messaging.
- Manage evaluation, analysis, and assessment activities, including scope of work development, data collection, design of methodologies and protocols, data analysis and reporting writing, and coordination and oversight of local partners engaged in these activities.
- Finalize evaluation reports and facilitate presentations and briefings to disseminate learning among implementing partners, end-users, and project stakeholders.
- Manage quality of deliverables/reporting of all interventions, communications, partner relations, and assessment practices.
- Employ strong collaboration, learning, and adaptation (CLA) practices throughout all work activities.

Minimum Qualifications:

- Five years of experience in a field related to private sector engagement.
- Master's degree in a relevant field (business administration, economics, or relevant degree)
- Knowledge and experience with higher education administration, educational administration, organizational development, business administration, public policy, economics.
- Strong communication, supervision, and management skills
- Experience working with diverse teams
- Working knowledge of and experience with donor-funded program management, policies, regulations, and procedures
- Experience managing complex relationships with a variety of stakeholders
- Significant skills in applied data analysis, statistics, or informatics
- Experience applying systems thinking in evaluation design, participatory data collection methods and protocols, and facilitating participatory data validation and analysis exercises
- English language fluency, with excellent oral and written communication skills.

Working hours

The employee establishes an employment relationship on a full time schedule. The full time schedule shall be eight (8) hours per day, amounting to forty (40) hours per week.