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Muslim Aid Sarajevo  
Koševo 10  
71 000 Sarajevo  
ID broj: 4201228540005

Muslim Aid is an international humanitarian relief & development agency looking to employ a professional individual who will be highly committed to our vision and values:

**Job Title:** Project Officer (F/M)  
**Employment Type:** 1 year (probation period of 3 months)  
**Base Location:** Sarajevo, Bosnia and Herzegovina

Muslim Aid seeks to recruit a Project Officer to manage, implement and oversee the Muslim Aid's projects/programs and provide support in the effective delivery within Muslim Aid programs (**Education, Livelihood and Health care**). You will coordinate and work closely with other members of the team as well as country management and Head Quarter staff in London.

### Main responsibilities

- To manage Muslim Aid's thematic areas of development programs and projects such as education, livelihood and health care through carrying out proper needs assessment, reviewing and writing proposals and preparing budgets as requested by the Country Coordinator or Desk Manager.
- To plan field visits and conduct monitoring and evaluation for the effective delivery of the projects.
- To engage with beneficiaries, check eligibility and introduce them to the project, providing ongoing support to facilitate completion of projects addressing any queries that may arise.
- To identify and select potential partners after carrying out relevant due diligence checks to determine suitability.
- To identify potential beneficiaries according to set criteria to ensure that project outputs are met.
- To ensure all project systems and procedures are followed and contract documentation are completed on time and in line with Muslim Aid policies and procedures.
- To ensure all correspondence, monthly, quarterly progress and project reports and relevant administration are produced in a timely and accurate manner (both financial and narrative) according to the specific programs requirements, in line with deadlines set by the Country Coordinator or Desk Manager.
- Any other duties adequate with the accountabilities of the post.

### Skills and experience

- Excellent written and oral communication skills in English and BHS languages (essential).
- Outgoing personality with solid interpersonal and diplomatic skills. (essential)
- Excellent communication and team-working skills, with the ability to build good relations, both internally and externally (essential).
- Excellent strategic judgement, planning, co-ordination and prioritization skills (essential).
- IT literate (essential).

### Qualification

- University degree in Social studies, Agricultural engineering, or any similar qualification (essential).
- Driver's License Category B (essential).

### Commitment

- Commitment to Muslim Aid's mission, visions and values (essential).
- Commitment to Muslim Aid's ethos (essential).
- Commitment to equality of opportunity and diversity (essential).
- Commitment to hard work and self motivation (essential).

If you are interested in this position, please apply by submitting your CV and motivational letter to: [mersiha.zulcic@muslimaid.com](mailto:mersiha.zulcic@muslimaid.com)

Trajanje oglasa mjesec dana.