**Terms of Reference CSD 2019/**

**Expert consultant/development of web page + blog page**

**Title of Post**: **Expert consultant/development of web page + blog page**

**Project title: Fact law+**

**Duration: 1 month**

**Post level: SC**

**Start date: January 1st 2021**

**Application Deadline: February 31th 2021 (midnight)**

**Duty Station: Online**

**Background**

This Justice Matters Activity (USAID) funded project as idea and program is designed as actionable union of activities that will target around 40.000 Kosovo citizens in multi-ethnic rural non majority populated municipalities of Gracanica, Klokot, Ranilug, Partes, Novo Brdo and Strpce with special accent on disadvantaged and marginalized groups of Serbian, Roma, Askali, Egiptian and Albanian community, through their legal literacy and their empowerment by organizing activities that will focus on improvement of their knowledge by providing most important legal information, activating young leaders, CSOs and network of CSOs, local governments through strong educative – informative campaign on community rights and all Kosovo laws which are targeting communities. Special attention will be dedicated in youth to participate in all project processes, making them aware of importance of non-discrimination and gender issues.

**Duties and Responsibilities**

Web design and development of web site

Maintainig of the web site for the duration of the project

Training for project staff on website maintenance

Detailed strategy for further web site development

Reporting directly to the Project Manager, the Project Field Assistant will be in charge of the following duties and responsibilities within project target areas:

**Qualifications and Experience**

Education

* Completed the Secondary school education.
* University Degree in Law,
* Experience in various USAID programs in past

Work Experience

* 4 to 6 years progressive experience in Web design and Web site development.
* Experience in digital marketing field
* Proven track record in working in a multi-cultural environment.
* Proven track record in working in international and local organizations.
* Strong communications skills.

Languages

* Fluency in oral and written Serbian and English is essential.
* Working knowledge of Albanian is an asset.

**Competencies**

Result orientation

* Use initiative to achieve planned results within timeframe targets.
* Applies sound judgment in solving problems and negotiation process.
* Communicates convincingly CSD’s position with sensitivity.

Team work

* Integrity and efficiency, ability to work under pressure.
* Ability to adapt with flexibility to changing environments.
* Skillful in working in cross-functional teams.

**How to apply:**

Interested applicants should send their CV and cover letter to csdkosovo@gmail.com

**Application deadline:**

Applications should be sent no later by midnight 31st of October 2019.