



# TERMS OF REFERENCE

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## 1. Short Project Background Information

Work on social dialogue, collective bargaining, and other priority aspects of social justice have been at the centre of IKS' efforts. To this end, social dialogue as a process is aimed at balancing the interests between employers and employees and ensuring that development trajectory is founded on social justice, fair treatment and equality for all. In order to positively influence the social dialogue process, IKS strived to facilitate increase in quality and intensity of dialogue between partners and raise awareness among the general public. Access to income, standards of living, welfare state and the citizen perceptions of the welfare state, that are very central to this research, underline the significance of social dialogue.

The "Support to Social Justice Coalition" project seeks to actively engage specialized CSOs in topics of discussion within the realm of social dialogue (primarily labour and Occupational safety and health) and raise the quality of debate on those topics. Policy research and monitoring, analysis and debate and participation in working groups for drafting and amending legislation are some of the key contributions/changes that the project aspires to achieve. Citizen engagement also constitutes a key contribution and sustainability characteristic to the project.

The project also aims at strategically involving media in generating debate on social justice issues, thus creating a ripple of advocacy initiatives that are to be carried out. The role of the media is essential in disseminating information on mediation process that will be supported by the project. By supporting litigation cases related to violations of labour legislation, the project also seeks to make case law an instrument to implementation of legal provisions and raising the awareness of those discriminated against, to address the injustice done towards them through the legal system.

This document has been prepared within the framework of the project "Promoting Decent Work through Strengthening of OSH Management and Social Dialogue in Kosovo," which is implemented by UNOPS and funded by the Swedish International Development Cooperation Agency (Sida) through the Embassy of Sweden in Pristina.

## 2. Overall Objective of the Project

The Overall Objective of the Project is to contribute to greater social justice by improving implementation of labour rights and labour-related legislation through enabling active engagement of civil society and social partners.

A greater social justice would contribute to better distribution of opportunities, wealth and privileges in the society. This would directly enhance the condition in the labour market for all workers and especially the more vulnerable groups: women, and formal and informal workers in the private sector, as the least protected categories in the labour market, more prone to being poor.

### 3. Scope and Methodology

IKS intends to hire a part-time Project Assistant/Intern.

The tasks and responsibilities of the Project Assistant/Intern are to:

1. Support the Project Manager/Executive Director;
2. Support to day-to-day management of the “Support to Social Justice Coalition” project;
3. To ensure the project is delivered within the timeframe and budget;
4. Keep track of activity plan;
5. Support on preparing administrative and financial records in close cooperation with the Project management and Finance team;
6. Support on preparing project contracts and donor reports.

### 4. Skills and Qualifications

- At least a Bachelor Degree in Social Sciences, Economics, Business Administration or any other relevant fields;
- Excellent command of English and Albanian;
- Minimum of one year of experience in similar activities;
- Knowledgeable in labour related legislation in Kosovo;
- Good communication skills and team spirit;
- Ability to communicate effectively, present the project to donors and partners, write well and express technical issues in a sensitive manner.
- Analytical skills;
- A high level of personal responsibility and self-discipline.

### 5. Reporting Arrangements

The Project Assistant/Intern reports to Kosovar Initiative for Stability- Executive Director and to the Project Manager.

### 6. Duration of the assignment

The intended duration is six (6) months up to one (1) year of paid internship.

*Please submit your CV's and Motivational Letter to [info@iksweb.org](mailto:info@iksweb.org).*

*Deadline for submission is 27<sup>th</sup> of September 2021.*