

KOR 480-08/22

15.08.2022.



## **Terms of Reference (TOR)**

### **Job Opening: Coordinator of TPO Foundation**

**Work Position:** a coordinator (s/he)

**Starting Date:** September 5<sup>th</sup> 2022

**Duration:** 12 months (extension of work engagement possible)

**Place:** Sarajevo, Bosnia and Herzegovina (BiH)

#### **1. TPO Foundation**

TPO Foundation is a non-governmental organization, working for years on issues of education, human rights, gender equality, peacebuilding and youth and women's leadership. From 2021 to 2025, the TPO Foundation in partnership with 19 universities from BiH and the region will implement a project titled 'University and Gender Mainstreaming (UNIGEM)', referring to the prevention and fight against gender-based violence (GBV), discrimination and sexual harassment and ensuring integrity and quality in higher education. As part of this project, the University Gender Resource Center (UNIGeRC) has been established at the University of Sarajevo, within its Human Rights Center (HRC). In order to ensure a successful operating of the newly established Center, we are hiring a coordinator to work on design and implementation of academic educational content and research projects and, also, as part of his/her work, to perform other operational and technical tasks.

#### **2. Requirements**

In addition to the general conditions of the Law on Labor ("Official Gazette of the FBiH", No. 22/16, 89/18), candidates should meet the following additional conditions:

- VSS / 240 ECTS (minimum MA)
- Computer literacy (advantage for those who have skills to administrate web and other digital contents)
- Five years of work experience in the same or similar field/s, including experience in preparing academic educational programs and research projects

### **3. Job Description**

- Designing and implementing academic educational content and research projects
- Working on professional, operational and administrative tasks,
- Working on other tasks ordered by the immediate supervisor

### **4. Documents, mandatory to be submitted before 28.08.2022. by candidates, are:**

Biography and motivation letter to be sent to the e-mail address: [tpo@tpofond.org](mailto:tpo@tpofond.org)

**NOTE:** Candidates will be informed via e-mail about the date, time and place of the job interview.