

Job Vacancy

BUSINESS & ADMINISTRATION COORDINATOR, CENTRE FOR NARRATIVE PRACTICE

The Centre for Narrative Practice was built as an institution by Manifesta 14 Prishtina which took place in Kosovo in the summer and autumn of 2022. The mission of Manifesta 14 Prishtina was always to build a permanent institution for and with the citizen of Prishtina. The Centre will serve the arts community, students and cultural operators as a space of artistic innovation, co-production, learning and network building from the Spring of 2023 until the Autumn of 2026 in Prishtina, Kosovo and will be governed by the Board of Manifesta 14 Prishtina. The selected team members will have a 6-month probation period, with the possibility of an extension of 3.5 years until the end of 2026.

The Centre for Narrative Practice (CNP) aims to build competence by providing the resources and tools to learn, explore, share and transfer skills in the field of creative industries. The Centre for Narrative Practice consciously and pro-actively challenges the assumption that artistic thinking and practices are the domain of the privileged few and would like to broaden this scope and create a wide accessibility for all audiences. CNP seeks to strengthen the arts, cultural and public sector by providing much needed spaces, facilities, tools, equipment and skills to all.

The Centre for Narrative Practice is looking for a motivated and experienced Business and Administration Coordinator from Kosovo to be part of the CNP's team.

PERIOD AND STATUS

Starting date	1 January 2023
Full time position	Including occasional evenings and weekends
Working location	Prishtina, Kosovo
Probation period	6 months
Hours	40 hours per week

Primary Responsibilities

The Business and Administration Coordinator supports the work of the Centre by providing and maintaining optimal working conditions for the team and ensuring the smooth running of the business department, administration, IT and communication systems. They are responsible for assistance in HR and will legally monitor the maintenance of the office premises, the compliance procedures and ensures that all team members receive induction and are adequately trained in all procedures. They maintain inventories, calendars, timelines and absence records and follows up on staff and Management meetings.

They are line-managed by the Development & Business Manager and works in close collaboration with the Centre for Narrative Practice team.

CORE TASKS AND RESPONSIBILITIES

Office

- Maintaining optimal working conditions in the office, including furniture, IT, archive, office supplies, cleaning, and security.

- Monitoring and controlling the office budget.
- Managing security, incl. insurances.
- Ensuring all office records are up-to-date.

Accounting

- Implements the management accounting tools and the internal procedures together with the Business Coordinator and the external accountant firm or internal employee.
- Maintains the daily accounting of bills and invoices, prepares bank transfers and salary payments with the help of an external accounting firm
- Supports the preparation of all the management reports, in close relationship with the Business- Development Manager and the accounting firm.
- Supports funding applications by providing timely reports and documents.
- Supports the Business- Development Manager in producing, with the accounting firm, the annual financial statement and the annual activity report.
- Maintains daily relationships with the bank

Public tendering

- Supports the Business – Development Manager in managing the public tendering processes.

Administration

- Organises and maintains the legal and governance administration of the foundation
- Assists in setting up and monitoring the maintenance of physical and cloud-based administration across the organisation
- Implementing and maintaining CNP protocols and procedures across the organisation making sure all protocols and procedures are up-to-date and observed throughout the organisation.

Compliance

- Works with management and staff to identify and manage regulatory risk.
- Ensures the organisation has internal controls that adequately measure and manage the risks it faces.
- Provides an in-house service that effectively supports all business areas in their duty to comply with relevant laws and regulations and internal procedures.

HR

- Implements, secures and follows, with the help of Business Development Manager, the human resources activities in all its legal and financial aspects: implementation of collective agreements, contracts, work time supervision etc.
- Monitors the observance health and safety regulations.

IT/communication

- Assisting in setting up and maintaining adequate IT infrastructure, including hardware, software and high-speed internet access
- Maintaining up-to-date subscription records of licenses
- Providing help-desk support to staff and liaise with external IT support

- Assisting in setting up and maintaining adequate communication infrastructure, mobile and conference call-in.

Archive

- Organise all materials to be filed or archived according to the Archive protocol.
- Arrange transport for all files and/or archive materials to Manifesta Amsterdam.

REQUIRED SKILLS AND EXPERIENCE

- The candidate has a minimum degree of higher education
- Fluency in written and spoken Albanian and English;
- Demonstrable experience in Office Administration, HR, legal and compliance procedures.
- IT skills
- The candidate must be results oriented and able to work according to strict deadlines and reporting targets;
- Time management and organisational skills with the ability to coordinate and monitor overlapping needs and timelines;
- Be able to work in a dynamic, fast paced environment;
- Attention to detail and care in administrative processes;
- Flexibility and ability to collaborate with team members across departments;
- Discretion with confidential information;
- Experience in procurement is highly desirable;
- Experience in Project Management is highly desirable;
- Experience in with Budgeting and Financial Administration is highly desirable;

REMUNERATION

Salary depending on experience.

HOW TO APPLY?

Please send your job application and CV, both in English, with the reference Business and Administration Coordinator Centre for Narrative Practice to m14jobs@manifesta.org. by the 15th of December, 2022.

Successful candidates will be invited to an interview.