

Position:Project Manager (Part or full time)

Application Deadline: September, 27 2019

IPKO Foundation (IF) in partnership with FLOSSK are seeking a Project Manager (part time)

About FLOSSK

FLOSS Kosovo is a non-governmental non-profit organization established in order to support, promote and develop: Free/Libre Software as defined by the Free Software Foundation; Open Source Software as defined by the Open Source Initiative; Open and participatory knowledge as that supported by the Wikimedia Foundation; Education in information technologies through open courses like those from MIT; Standards, culture and open society by using free and open communication as are those supported by the W3C and Creative Commons.

About IPKO Foundation

IPKO Foundation is a local operating foundation in Kosovo. Our goal is to seed and support the development of the next generation of leaders with a digital vision for Kosovo. These young leaders may come from any sector or discipline but are united in their embrace of technology, Internet and the information society.

Background

Wikimedians of Albanian Language User Group supports Wikimedia-related activities in Kosovo and with Albanian speaking Wikimedians in Albania and Macedonia. Wikimedia Foundation is the organization behind Wikipedia and its sister projects. FLOSSK will act as financial sponsor of this grant. In addition, IPKO Foundation is supporting hiring of a project manager to support organization of these activities. To apply for this position, please read on.

Qualifications

Seeking a young project manager to work on Wikimedia projects, willing to engage with students and promote Wikimedia projects in Kosovo.

- Light technical abilities (ex. HTML syntax)
- Good oral and written Albanian
- Good written English
- Ability to plan, organize and report activities in parallel
- Ability to remain tactful and engage with people of various background in Kosovo and with Wikimedians online
- Excited to teach students through workshops and travel throughout Kosovo
- Engage with the media and promote planned activities

- Budget management and reports
- Shows initiative and is able to work without supervision
- Is able to work weekends and in the afternoon
- Half-time position in October-January with possibility of extension for one year.

Person will be mentored and guided throughout this period to be able to carry out the tasks above.

Tasks

- Ensure that WoALUG annual plan is executed, the targets are reached and budget is executed
- Coordinate with and support activities planned by Wikimedians of Albanian Language User Group in Albania and Macedonia
- Cover communication and Wikimedians of Albanian Language User Group.

Application

If you are interested for this job opportunity, please send your CV and a short motivational letter in English and Albanian to the following e-mail address: info@flossk.org no later than 27 September. The subject of the email should be: Application for Wikimedia Project Manager.

More about us

- [About the User Group](#)
- [Annual Plan](#)
- [User group website](#)

This position is most appropriate for part time students or just graduates. Position may be combined with another part time project manager position at FLOSSK for a full time position.

**Keep in mind that only shortlisted candidates will be invited by email for an interview.*