

Job Opportunity Senior Researcher

[Balkan Green Foundation \(BGF\)](#) is a regional organization that promotes inclusive and equitable progress in the Western Balkans within the sustainable development domain. BGF has been successfully positioned as a key strategic partner for regional and global institutions, organizations and communities to promote sustainable development, transform innovative concepts into powerful solutions and strengthen regional and global partnerships.

Balkan Green Foundation is inviting applications to apply for a **Senior Researcher** position. The candidate should be available to start working from **August 16, 2021**, at its offices located in Prishtina.

Major duties and responsibilities include:

- Identify policy issues, conduct research, consultations and analysis;
- Conduct background policy research and analysis to support existing projects as well as proposals for new bodies of work; synthesize research findings to identify and recommend best practices;
- Prepare and coordinate briefing material, policy papers, reports, speaking notes, correspondence, and making recommendations for consideration on current issues;
- Write high quality research proposals, assist with one-pagers and topic briefs to support the team's work; draft talking points and presentations for external audiences;
- Contribute to the BGF team's ongoing programmes of work and the development and implementation of new research agendas;
- Actively disseminate key findings and messages through formal presentations, informal dialogues, event organisation and participation, social media/media etc.;
- Scope out, build and sustain relationships and strategic partnerships with partners, donors and other stakeholders to foster collaboration;
- Perform other duties as assigned.

Requirements / Essential Skills / Attributes

- Master's degree (preferable in Economics/Econometrics);
- Proven work experience on a similar role;
- Strong analytical and problem-solving skills;
- Proven capacity to engage with debates, processes, actors and institutions in the sustainable development arena;
- Able to work independently and under deadline pressure;
- Good organizational skills including attention to detail and multitasking skills;
- Proficient in MS Office programs, especially in MS Word, Excel and PowerPoint;
- Strong written and oral communication skills in both English and Albanian.

Applicants are kindly requested to send a C.V and a cover letter including information on their experience and previous work record to info@balkangreenfoundation.org until **July 20, 2021**. Applications received after this deadline will not be accepted. Only shortlisted candidates will be contacted. The subject line of the e-mail should state: “*Job Opportunity for Senior Researcher*”.

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