

KOR 140-03/22  
08.03.2022.



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

### **Job Opening: Coordinator of the University Gender Resource Center (UNIGeRC)**

**Work Position:** a coordinator (s/he) of the University Gender Resource Center (UNIGeRC) / full time

**Starting Date:** 1 April 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 18 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
- 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, within the scope of work of the University Gender Resource Center of the University of Sarajevo
- Working on other tasks ordered by the immediate supervisor

### **4. Place of work**

University Gender Resource Center, Campus of the University of Sarajevo, Zmaja od Bosne 8 Str., 71000 Sarajevo

### **5. Documents, mandatory to be submitted before 22.03.2022. by candidates, are:**

Biography and motivation letter to be sent to the e-mail address: [koordinator6@tpofond.org](mailto:koordinator6@tpofond.org)

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