



CALL FOR JOB VACANCY

Programme Manager

Location of the post: Tirana, Albania

Vacancy issued: 19 July 2018

Deadline for application: 12 August 2018

Background:

Western Balkans Fund (WBF) is a regional inter-governmental organization established by the Western Balkans Contracting Parties (Albania, Bosnia-Herzegovina, Kosovo*, Montenegro, Macedonia and Serbia). The purpose of the WBF is to promote cooperation and strengthening of the relations between members, the promotion of common values between citizens, civil society and institutions of the region, trying to strengthen cooperation and people to people contacts. The Fund aims to achieve these goals by supporting common regional projects and by bringing people to share mutual experiences, values, traditions and culture of their respective countries in these key areas:

- Education and Scientific exchanges.
- Cultural cooperation.
- Cross-border and youth cooperation.
- Sustainable Development.

The working premises of the WBF Secretariat are located in Tirana, Albania.

The Secretariat of the WBF currently employs representatives of the following WBF six Contracting Parties: Albania, Kosovo*, Macedonia and Serbia. In order to maintain balanced representation of employees working in the WBF, strong preference will be given to the candidates coming from the WBF Contracting Parties that are currently not represented in the WBF Secretariat.

Program Manager:

The Programme Manager is responsible for the implementation and coordination of the projects and activities in the four specific areas/ programs, as defined in the Statute of WBF. Programme Manager takes an active part in the preparation of implementation procedures, including calls for project proposals, application procedures and project proposal assessments. Programme Manager is responsible for managing contractual aspect of grants and conducting monitoring and evaluation of WBF funded projects including financial and management practices. The Programme Manager must have a deep experience in management, monitoring and evaluation of projects.

Job Descriptions:

1. Responsible to manage and coordinate projects and activities within the WBF program framework;
2. Participate in preparation of WBF calls for project proposals;
3. Participate in the WBF grant assessment and approval process including assessment of applications;
4. Provide a thorough check on the applicant's background

* This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence.

5. Provide a thorough revision of applications and determines if applications and applicants fulfil the criteria for funding according to WBF Procedures and Fund's mission;
6. Provide inputs and participate in the meetings of the Committee of Senior Officials;
7. Monitor and coordinate WBF funded grants and projects;
8. Provide quality assurance and timely delivery of WBF funded projects;
9. Participate in the drafting of the programs strategy and policies;
10. Provide inputs to the finance on the annual budget of the program;
11. Play an active role in WBF fundraising initiatives;
12. Maintain close contacts with WBF stakeholders (Civil Society Organisations and Non-Profit institutions/associations);

Professional requirements:

- Experience in program/project management in a related field. Proven experience as Programme Manager or relevant position;
- Knowledge of program management and development procedures;
- Knowledge of budgeting, bookkeeping and reporting;
- Tech savvy, proficient in MS Office. Ability to work with diversity and multi-disciplinary teams;
- Well-organized and able to work with deadlines;
- An analytical mind with attention to details;
- Sharp time management skills;
- Strong ethics, with an ability to manage confidential data/information;
- Proficiency in English with exceptional writing and editing skills;
- Outstanding verbal and written communication skills;
- Outstanding knowledge on Civil Society Organisations in the WB region;

Application process:

Interested candidates should present:

- Letter of interest specifying your qualifications and interest in this position.
- Professional CV in English in the Europass format.
- Qualifications (diploma/certificate) and recommendations considered relevant for the application.

Applications with following documents should be submitted at: info@westernbalkansfund.org by August 12, 2018.

Only shortlisted candidates will be notified.

NOTE* The selected candidate is expected to officially join the WBF Secretariat by September 1st 2018.

For more information related to the WBF's activities please visit our website: www.westernbalkansfund.org