

CALL FOR VACANCY PROGRAMME COORDINATOR

· WESTERN BALKANS FUND ·

Vacancy issued: 20 September 2021

Deadline for application: 20 October 2021

Open for: Citizens of Serbia

Work Station: Tirana, Albania

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). Main purpose of the WBF is to promote cooperation and strengthening of the relations between contracting parties, 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 accomplishes its goals and objectives by supporting common regional projects and by bringing people to share mutual experiences, values, traditions and culture of their respective contracting parties in these key areas:

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

As an all-inclusive structure, the team of the WBF Secretariat, operating in Tirana, Albania, consists of representatives from WBF contracting parties such as: Albania, Kosovo*, Macedonia, Montenegro and Bosnia and Herzegovina.

*This call for vacancy is dedicated to candidates from Serbia, as non-represented contracting party in the WBF Secretariat.

SUMMARY OF JOB DESCRIPTION

The Western Balkans Fund is looking for a responsible Program Coordinator to administer and organize monitoring processes for WBF projects, from simple activities to more complex plans and activities within four specific areas/ programs, as defined in the Statute of WBF. In addition to monitoring, the MEL officer will also be in charge of Evaluation and Learning, ensuring that WBFs programs continuously evolve in an evidence-based manner. WBF expects the Program Coordinator to work closely with WBF's Program team in preparing comprehensive monitoring plans, calls for project proposals, application procedures and project proposal assessments. Program Coordinator is expected to oversee the contractual aspect of WBF grants and monitor the progress of the projects. The selected candidate is expected to officially join the WBF Secretariat by the latest November 1st 2021.

TASKS AND RESPONSIBILITIES

- Responsible to coordinate projects and activities within the WBF program framework;
- Participate in the preparation of WBF Calls for Project Proposals;
- Monitor and provide mentor support to WBF funded projects;
- Responsible for a quality assurance of WBF funded projects;
- Responsible for, coordination and implementation of the monitoring and evaluation, research, and learning framework of the WBF grant scheme.
- Responsible for a systematic monitoring, evaluation and learning (MEL) framework and qualitative and quantitative evidence gathered by the WBF.
- Provide technical assistance to the programme, particularly in relation to monitoring, reporting and governance issues.
- Support the overall grant management by providing support in the design of the grant application guidelines and application form including budget forms for WBF Call for Proposal, within four specific areas/ programs, as defined in the Statute of the Fund.
- Support the team in preparing and realizing the monitoring visit plan in the as well as with collecting and analyzing insights and findings.
- Ensure the conduct the-MEL process of donor funded project activities on a regular basis
- Develop and maintain the database of the grant scheme and be responsible for the collection & analysis of different data in relation to the donor project activities.
- Represent WBF in ethical and professional way in and out of the WB region.

SELECTION CRITERIA

- University degree on economics, international relations, social sciences, law etc., degree BA, MA or PHD;
- Demonstrated experience with the implementation and adaptation of MEL frameworks
- Demonstrated experience in working with CSOs in the Western Balkans
- Familiarity with your themes and regional cooperation also seems essential
- Proven familiarity with WBF's topics and with regional cooperation
- Proven capacity development and mentoring skills
- Prior experience or familiarity with grant-making will be considered an asset
- Proven work experience as a MEL Coordinator or similar role;
- Strong analytical and problem solving skills;
- Ability to work well with large and diverse teams;
- Ability to work under pressure;
- Experience with MEL tools and practices to create, manage, and track project performance, cost, verify scope;
- Excellent written and verbal communication skills;

- Sharp time management skills;
- Solid organizational skills including attention to detail and multitasking skills;
- Experienced user of MS Office toolset (Word, Excel and PowerPoint);
- Strong ethics, with an ability to manage confidential data/information;
- Proficiency in English language in writing and communication.

APPLICATION PROCEDURE

For applications to be valid, candidates must submit:

- a detailed curriculum vita (CV) in pdf EU CV format;
- a letter of motivation (1-page maximum), including his/her views on the proposed position and the field(s) selected, and an explanation on your suitability for the role
- Scanned copy of your national passport.
- Scanned qualifications (diploma/certificate) and recommendations considered relevant for the application.
- At least two written reference letters.
- Applications must be sent to the email recruitment@westernbalkansfund.org
- Closing date: Applications must be sent no later than 20th October 2021 midnight.
- Supporting documents showing evidence of the provided information may be requested at a later stage. No document will be sent back to candidates.
- Candidates MUST apply in English as an official working language of WBF.

**In no circumstances should candidates approach the WBF themselves, either directly or indirectly concerning this recruitment. The WBF reserves itself the right to disqualify any candidate who disregards these instructions.*

CONDITIONS OF EMPLOYMENT

- The jobholder will be appointed on the basis of a shortlist proposed by the WBF selection committee.
- The jobholder will be recruited as full time staff. The basic monthly salary will be disclosed at the job interview to the shortlisted candidates.
- The place of employment will be Tirana where the WBF is seated.
- For reasons related to the WBF's operational requirements, the candidate will be required to be available at short notice.

UPDATES ON THE APPLICATION PROCESS

An acknowledgement of receipt will be sent to all candidates by email to confirm the reception of their application. All candidates will be informed in due time about the status of their application, i.e. whether they are invited for the selection phase described above or not. These notifications will be sent via email only. A candidate may request clarifications about the processing of his/her application by sending an email quoting the reference of the vacancy notice concerned, to the following address: recruitment@westernbalkansfund.org.

EQUAL OPPORTUNITIES

Equal opportunities the Western Balkans Fund applies a policy of equal opportunities and accept applications without discrimination on the ground of sex, race, color, ethnic or social origin, genetic features, language religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.