



Job Announcement--Capacity Building Specialist

Position:

The Employee will also serve in the position of Capacity Building Coordinator in the framework of the “Partnership Against Together” project funded by the EU (Civil Society Facility Civic Initiative and Capacity Building; EuropeAid/137239/DD/ACT/AL).

Scope of Work:

In this context, the scope of work and duties will include, but are not limited to the following: She will work closely with a team comprised of the ANTTARC Executive Director/Project Manager, Finance Manager/Administrative Staff, Sub-grant Manager, Good Governance, Anti-Corruption, Advocacy & Youth Expert, and Media Capacity Development Expert to manage provision of and to provide quality and timely products and services proposed in the above-mentioned action. The employee will dedicate 50% of her working time for this assignment.

Specific Responsibilities:

- ensuring concrete actions and human resources related to strengthening the capacity of CSOs;
- providing oversight regarding the preparations for and conduct of training and technical assistance;
- ensuring that results work plan is implemented according to the project logframe;
- cooperating with other project staff regarding preparation and realization of project activities;
- providing technical assistance and coaching (via telephone, on line, as well as on-site) to sub-grantees and other PACT beneficiary organizations relating to organizational development and project management issues; travel frequently to the project sites for the purposes of training, technical assistance, and coaching;
- producing monitoring reports for the implementation of project activities;
- carrying out other tasks assigned by the Project Manager.

Reporting and Accountability:

S/he will report regularly and upon request to the ANTTARC Executive Director/Project Manager as the immediate supervisor.

Remuneration:

The gross salary for this position is 500 EUR. The net salary will be calculated by deducting from this amount the social and health insurance paid by the employer and employee and the income tax. A monthly timesheet, reflecting a minimum engagement of 50%, must be recorded.

Duration of Contract Commitment:

The contract will be valid from May 2018 through September 2018.

Application requirements and deadlines:

Potential applicants should have:

- ✓ Degree in social sciences, management, and/or development studies (Master's degree in these areas is an advantage);
- ✓ Theoretical and practical expertise in organizational development and management for CSO's;
- ✓ Experience in developing tools and delivering training and expertise in adult learning methodologies;
- ✓ Very good planning and time management skills;
- ✓ Proficiency in written and spoken English, including report writing and communication skills;
- ✓ Ability to work with minimal supervision and under pressure;
- ✓ Availability to travel in districts.

Please submit CV by **30 April 2018** at ngocenter@icc-al.org or at **Rruga Reshit Collaku, Pallato Bores, 1/20, Tirana, Albania**