

## **Job Announcement—Project Manager at ECSORI**

### **Position:**

The Employee will serve in the position of the Project Manager at the Albanian National Training and Technical Assistance Resource Center (ANTTARC) in the framework of the Empowering Civil Society Organizations for Roma Integration--ECSORI project funded by the EU (Civil Society Facility Civic Initiative and Capacity Building; EuropeAid/155863/DD/ACT/AL) and implemented by ANTTARC in partnership with the Albanian Foundation for Conflict Resolution and Reconciliation of Disputes (AFCR) and the Union for Development and Integration of Roma Minority in Albania (Amaro-Drom).

### **Scope of Work:**

The scope of work and duties will include, but are not limited to the following: the Project Manager will work closely with the other members of the project team including the Sub-Grant Manager (ANTTARC), Roma CSO Capacity Development Coordinator (Amaro-Drom), Community Mediation Coordinator (AFCR), Finance Manager (ANTTARC), and Finance & Administrative Assistants (from AFCR and Amaro-Drom) to manage the 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:**

- managing of the Empowering Civil Society Organizations for Roma Integration--ECSORI action;
- ensuring the implementation of the project in accordance with the EU grant requirements;
- providing supervision and support to the technical and administrative staff;
- conducting the overall project monitoring, evaluation, and reporting;
- carrying out the communication with the EU Commission;
- leading the project staff in the detailed project planning;
- leading the project staff in the design of action activities;
- facilitating the conduct of important project activities such as launching and closing conferences, launching of sub-granting rounds, evaluation of project proposals submitted by the civil society actors during the sub-granting rounds, etc;
- preparing and signing the sub-grant agreements with the action beneficiaries and maintaining relationships with sub-grantees;
- ensuring that results work plan is implemented according to the project indicators and logframe;
- following policies and procedures as they are described in the ANTTARC's Policies and Procedures Manual;
- carrying out other tasks assigned by the ANTTARC Executive Director.

**Reporting and Accountability:**

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

**Remuneration:**

The gross salary for this position is 600 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);
- ✓ Proven experience and expertise in project management;
- ✓ Very good planning and time management skills;
- ✓ Very good communication, conflict resolution, team building, and team work skills;
- ✓ Proficiency in written and spoken English, including report writing;
- ✓ Knowledge of the Albanian civil society sector (experience with Roma and Roma-serving civil society organizations is an advantage);
- ✓ Theoretical and practical expertise in organizational development and management for CSO's;
- ✓ Knowledge and skills relating to developing tools and delivering training and expertise in adult learning methodologies;
- ✓ 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](mailto:ngocenter@icc-al.org) or at **Rruga Reshit Collaku, Pallato Bores, 1/20, Tirana, Albania**