



Position: Grants Assistant under the project “ROUTE WB6”, supported by the Norwegian Ministry of Foreign Affairs (NMFA)

Work base: RYCO Head Office, Tirana, Albania

Starting date of the contract: April 2021

Duration of the contract: 9 months

Status in RYCO: Project Staff

Background

For the background, please click [here](#).

Job Description

The Grants Assistant is a member of the RYCO Project Staff. Her/his principal focus is to support the management of the ROUTE WB6 Regional Volunteering Cross Border Program, given its compliance with RYCO’s procedures, and alignment with RYCO’s strategic objectives. The GA will support the ROUTE WB6 project team during the scaling and implementation of the Program. S/he will evaluate and implement the granting procedures for grantees, in the framework of the ROUTE WB6 Project. S/he will report to the Grants Officer, with a dotted line to the Project Coordinator. All duties performed by the Grants Assistant will be in line with RYCO rules and procedures, and donor requirements.

Main responsibilities:

- Assist Grants Officer and Project Coordinator in the implementation of the grant component of ROUTE WB6 project;
- Support ROUTE WB6 grant-making processes;
- Contribute to adequate planning of grant-making processes;
- Contribute to the revision (including through drafting support) of open call documents;
- Assists ROUTE WB6 project team in processing the grantees’ documentation and verifying general compliance with donor and RYCO requirements ;
- Ensure daily contact with the selected grantees/implementing partners and provide timely and accurate support;
- Create and update regularly electronic and hard copy files related to assigned grants;
- Participate in field monitoring visits and review of project documentation of grantees in compliance with RYCO and donor rules and regulations;
- Support LBOs and project partners with programmatic monitoring (including guiding on activities to be monitored);
- Participate in training for grantees regarding the Program;
- Assisting in the dissemination of advice to grantees on implementation matters in line with the project objectives and methodology;
- Participate in the preparation of grant-related ROUTE WB6 Project’s reports;
- Perform the timely review of selected grantees’ narrative reports;



- Take the lead on closing procedures for the selected grants;
- Perform any other operational and technical tasks for the Grant Project component, required by the Grants Officer and Project Coordinator.

Requirements:

- Nationality of one of the RYCO Contracting Parties;
- Bachelor degree with minimum three (3) years of higher education in human, social, or political sciences or related field;
- Minimum two years of professional experience in project management with International/ Regional/ Governmental or Non-governmental organizations;
- Knowledge in grants management will be considered an asset;
- Thematic knowledge on intercultural learning and dialogue, reconciliation, dealing with the past and youth participation will be considered an asset;
- Experience and ability to work in an intercultural environment;
- Ability to identify, obtain and analyze information from a variety of sources;
- Excellent knowledge of MS Office;
- Proficiency in English;
- Knowledge of Albanian, Bosnian, Croatian, Macedonian, Montenegrin and/or Serbian language;
- Previous experience/familiarity with major bilateral donors is desirable.

Interested and qualified candidates need to enclose the following documents to the application:

- [Application Form](#) (Please indicate in your Application Form the position you are applying for)
- CV ([Europass](#) CV format)
- Scanned copy of higher education degree
- Scanned passport copy
- Two letters of recommendation

The Application Form, the recommendation letter and the Europass CV must be in English. Additional documents may be required for shortlisted candidates.

Please submit applications by e-mail only and indicate the job title in the email subject.

Should you be interested to apply for this position and you fulfill all the criteria, please send your application containing all necessary documents by email to recruitment@rycowb.org no later than **23 April 2021, 17:00h.**

Only shortlisted candidates will be invited for an interview.