



Implemented by



Job code: GO/WB6

Position: Grants Officer (GO)

Work base: RYCO Head Office in Albania, Tirana

Expected beginning of the contract: June 2021

Project duration: Three (3) years

Duration of the contract: 12 months, with possibility of extension

Status in RYCO: Project Staff

Background:

RYCO has entered a multi-donor partnership jointly co-financed by the European Union and the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

The project contributes to the overall objective of increasing skills and knowledge of young people in the Western Balkans by enhancing education systems and promoting cooperation in the region through the specific objective of strengthening capacities of RYCO and establishing a regional school exchange scheme. For more detailed information, please click [here](#).

Job Description:

The Grants Officer will be a member of the Program Team, reporting directly to the RYCO Grants Officer. The Grants Officer works across all program areas, including collaborating with finance and legal to ensure effective and efficient grant making processes. The Grants Officer assists the Program Coordinator and the Grants Unit in all aspects related to grant planning including the grant submission process and post-award processes, including establishment of contracts and reporting. The post-award responsibilities will include task completion and provision of specialist advice on all aspects of grants management from oversight of applications processes and advice to applicants through to reporting.

Main responsibilities:

- ☐ Supports the RYCO Grants Officer in development (design) and planning of the School 2 School grant scheme in line with RYCO's mandate and objectives and with agreements made with the donor;
- ☐ Leads the drafting of open call documents in close cooperation with the RYCO Grants Officer;
- ☐ Coordinate and follow up with RYCO staff and ensure that grant-making tasks are performed in line with guidance and deadlines set with the RYCO Grants Officer;
- ☐ Monitor grants for legal, financial, and program compliance including but not limited to ensuring that grant requirements are correctly documented in the grant files and archive;
- ☐ Develops, implements systems, and monitoring procedures to ensure proper stewardship of funds on pre-awards, award, post-awards, and close-out;
- ☐ Monitor and document the grant making workflow processes, forms, templates, reports and data to assure full compliance with internal controls and legal requirements;

- ☐ Contribute to the selection, contracting and supervision of external grant-making experts (assessors, mentors, thematic experts, spot-checkers);
- ☐ Problem-solve complex grant scenarios; consult/liaise with finance and/or legal counsel;
- ☐ Work with finance to generate reporting required for compliance and financial statement audits;
- ☐ Improve the way staff captures, access, and use grant making information to enhance programmatic and operational decision-making, produce accurate reports of grant making results, enhance grantee/grant seeker relationships, and enable learning;
- ☐ Provides regular reports on the work-in-progress to the RYCO Grants Officer;
- ☐ Performs other duties related to RYCO scope of work, as required.

Requirements:

- ☐ Nationality of one of the RYCO Contracting Parties;
- ☐ Bachelor degree with minimum three (3) years of higher education;
- ☐ Minimum three years of professional experience in project management with large scale international/regional/governmental or non-governmental organizations preferably with grant schemes;
- ☐ Previous experience/familiarity with GIZ and major bilateral donors is desirable;
- ☐ Previous experience in working and knowing the youth sector, school system and peace building field is an asset.
- ☐ Financial or business analysis skills;
- ☐ Action oriented and resilient in a fast-paced environment. Ability to manage a complex and varied workload and work under pressure;
- ☐ Well-developed facilitation and teaching skills;
- ☐ Exceptional communication skills;
- ☐ Natural curiosity for problem solving;
- ☐ Ability to multitask and work independently and collaboratively to meet weekly, monthly, and quarterly deadlines;
- ☐ Professional, flexible, and a can-do attitude;
- ☐ Proficiency in Microsoft Office Suite, especially with Excel;
- ☐ Proficiency in English;
- ☐ Knowledge of one WB6 language is a must, while Albanian, Bosnian, Croatian, Macedonian, Montenegrin and/or Serbian would be an asset.

Interested and qualified candidates need to enclose 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 written recommendation letters.

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 code 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 **21 May 2021**.

The recruitment process consists of a written assignment and one interview. Only the shortlisted candidates will be invited to take the written assignment and afterwards invited for an interview.