



**Position:** Grants Manager

**Work base:** RYCO Head Office in Albania, Tirana

**Expected beginning of the contract:** May 2023

**Contract duration:** Three years, with the possibility of extension

**Application deadline:** March 30<sup>th</sup>, 2023

**Salary:** 1,700 EUR monthly gross income (tax exempt)

**Benefits:** Relocation costs, accommodation allowance for international staff, private health insurance, mobile phone credit

**Status in RYCO:** Core Staff

### **Job Description:**

The Grants Manager reviews all aspects of RYCO's grant-making in compliance with RYCO's procedures and alignment with RYCO's strategic objectives. S/he informs the Director of Programs on the grant implementation and pursuant results, so they could feed the programmatic considerations and plan on the organizational level in concert with the M&E Coordinator and the respective frameworks developed and rolled out. S/he also works in concert with the Program Manager and Finance Manager to ensure that RYCO's grants adhere to the same standards organization-wide and deliver on RYCO's strategy and specific agreements made with donors. S/he is also in charge of coordinating any grant-making activity beyond the "project-related" one and supports (project staff) team leaders and others concerned with grant administration through capacity building and hands-on support where required. If problems arise in certain Contracting Parties/with certain grantees, RYCO's Local Branch Office in charge can request the Grants Manager's help, either in situ or via skype, to help with specific contracting or monitoring challenges. All duties performed by the Grants Manager must be in line with RYCO internal rules and procedures.

### **Main responsibilities:**

- Coordinates all steps of grant-making (from Call for Proposals to the approval of final financial and narrative reports) of grants RYCO makes outside those assigned to specific agreements with funding partners;
- Reviews the Call for Proposals and grant documents of each Call RYCO publishes, and ensure that it is in line with RYCO's strategy and with agreements made with the respective funding partner.

- Reviews all the documents related to the grant-making of RYCO, and ensure that it is in line with RYCO's Strategy and with agreements made with the respective funding partner.
- Supports the work of the project-specific grant-making teams and their administrative backup by sharing RYCO's grant-making practice, checking compliance with applicable rules and regulations (including for example the assessment, due diligence and grant selection committees, negotiation of grant agreements and contracting, approval of narrative and financial reports), and ensuring that applications recommended for funding are in line with RYCO's organizational objectives and agreements made with the respective funding partners.
- Maintains regular communication with grantees, and receives their interim and final programmatic and financial reports;
- Together with the other staff in the grant team, supports RYCO's Local Branch Offices (LBOs), team leaders and other staff responsible for grant-making by enabling them to respond timely and correctly to inquiries of "their" grantees. Remains available for inquiries regarding the grants under her/his direct supervision;
- Informs the Director of Programs on the grant implementation and pursuant results, so they could feed the programmatic considerations and plan on the organizational level in concert with the M&E Coordinator and the respective frameworks developed and rolled out. S/he also works in concert with the Program Manager and Finance Manager to ensure that RYCO's grants adhere to the same standards organization-wide and deliver on RYCO's strategy and specific agreements made with donors.
- Works in close cooperation with RYCO's Communication and Visibility Manager to ensure media presentation and outreach regarding the grant schemes under her/his direct supervision
- Manages the Grant team.

### **Requirements:**

- Citizenship of one of the WB 6 Contracting Parties;
- Bachelor's degree with a minimum of three (3) years of higher education;
- At least five (5) years of experience in managing grant schemes or project management experience in a complex multi-stakeholder environment;
- Proven experience as project manager/project leader on EU projects or other international donors' projects with granting schemes is an asset;
- Previous experience in youth, intercultural and reconciliation-related projects is an asset;
- Good understanding of the Western Balkan context (social, economic, and political environment);
- Experience and ability to work in intercultural environments;
- Proven leadership skills, organizational capacity and ability to delegate effectively;
- Resilient and able to make important decisions under pressure;
- Time management skills and ability to prioritize work;
- Results-oriented and process-oriented;
- Strong interpersonal and communication skills;
- Excellent analytical and computer skills;

- Proficiency in English;
- Knowledge of one official WB6 language is a must, while knowledge of other additional languages in the WB6 is an asset.

**How to apply:** To be considered for this position, please send the application materials via email, with the subject line “Application for Grants Manager” to [recruitment@rycowb.org](mailto:recruitment@rycowb.org) no later than March 30, 2023.

All applications must include:

- ✓ [Application Form](#) (completed in the English language)
- ✓ CV (completed in the English language)
- ✓ A scanned copy of your academic qualification (in English or any WB6 language)
- ✓ A scan or a picture of your passport
- ✓ Two scanned written reference letters (in the English language)

Only the shortlisted candidates will be invited to participate in the next stages of selection.