

Call for Applications

Position: Project Officer – Grant Manager

Location: Skopje/North Macedonia

Organisation: Network of Local Authorities of South-East Europe (NALAS), www.nalas.eu

Type of contract: Full time, employment contract

Duration: 1 year, with possibility for extension

Deadline for Application: 20 October 2023, 17:00 CET

1. Background

For its increased project portfolio, NALAS is seeking to recruit an experienced **Project Officer**, who will be working on projects for advancing the position of local government in South-East Europe, improving local public services and promoting regional cooperation.

NALAS was established in 2001 under the auspices of the Stability Pact and the Council of Europe. Today, it gathers 13 national or regional local government associations who represent about 7,000 local governments directly elected by around 80 million people.

NALAS safeguards local autonomy, promotes decentralisation and actively supports the local public administration reform and development of strong local government in South East Europe, transformation into sustainable, smart, inclusive and resilient cities and municipalities, through regional cooperation and Centre of Excellence, thereby contributing to democracy, stability and prosperity in the region.

2. Objective of the assignment

Successfully manage a portfolio of NALAS' regional projects, by involving NALAS' member Local Government Associations (LGAs) and their members, cities and municipalities of South-East Europe.

3. Job Responsibilities and Duties

- Manage all phases of project implementation, including: developing operational plans, designing and implementing specific activities, budget management, activity and project monitoring and evaluation, formulating lessons learnt, identification of best practices for scaling-up, meeting donors' requirements, reporting, communication with relevant stakeholders, etc.
- Grant management.
- Organise and facilitate project events, trainings, workshops study-visits and exchanges.
- Develop and coordinate e-learning courses.

- Manage project communication, by following donors' and NALAS' standards.
- Ensure knowledge management, enrich NALAS' Knowledge Management System.
- Contribute to NALAS' programme and project development.

4. Required skills and experiences

Education: University degree, with preferred specialisation in development, local development, public policy, project management, or other relevant discipline.

Experience:

- At least 10 years of professional experience in project management in international organisation, non-governmental organisation or public institution.
- A portfolio of at least 5 development projects with different donors. Experience in working with EU and GIZ supported projects is an asset.
- At least 5 years of experience with local government, local development or capacity development.
- At least 5 years in grants management.
- Excellent understanding of local governments' needs and challenges. Regional experience in South-East Europe is an asset.
- At least 5 years of experience in organising project events, trainings, workshops study-visits and exchanges.
- Great presentation and facilitation skills.
- Understanding of the concept and challenges of e-learning.
- Excellent writing skills, in English language.
- Knowledge of communication for development and knowledge management.

Languages: Professional use of English language is required. Knowledge of several regional languages is an asset.

5. Application procedure

Applicants shall submit a CV and Letter of Interest, both in English language, highlighting how the candidate meets the specific position requirements. Applications should be submitted no later than **20 October 2023, 17:00 CET**, at: info@nalas.eu.

The email must include the subject: Project Officer – Grant Manager, and the name of the candidate.

Only shortlisted candidates will be invited for a competency examination and interview/s. Reference and document check will be performed in the later stage of the selection process. Due to the big volume of applications, NALAS is not in a position to provide individual feedback to applicants. NALAS is an equal opportunity employer that embraces diversity.