



## JOB ANNOUNCEMENT

- Position:** **Capacity Building Specialist**  
at “Strengthening civil society to prevent and protect children from abuse and violence in Albania” project, funded by the EU (Civil Society Facility Civic Initiative and Capacity Building), implemented by Terre des homes Mission in Albania in partnership with ANTTARC.
- Scope of Work:** Capacity Building Specialist will work closely with a team comprised of the Project Coordinator (Tdh), Sub-grant Officer (Tdh), CP & Networking Project Officer (Tdh), Monitoring and Evaluation Officer (Tdh), Finance Manager (Tdh), Administrative Assistant (Tdh) and Administrative Assistant (ANTTARC) to provide quality and timely products proposed in the action. The employee will dedicate 80% of her working time for this assignment.
- Specific Responsibilities:**
- Ensuring concrete actions and human resources related to products;
  - Providing oversight to the design and conduct of training programs;
  - Ensuring that results work plan is implemented according to the logframe;
  - Cooperating with other project staff for the realization of project activities;
  - Providing technical assistance and coaching to sub-grantees and other project beneficiary organizations on organizational development and project management;
  - Producing monitoring reports for the implementation of project activities;
- Reporting & Accountability:** Reports upon request to the Project Manager (Tdh) relating to the realization of tasks as agreed between Tdh and ANTTARC. Reports regularly and upon request to the ANTTARC Executive Director as the immediate supervisor.
- Contract Duration:** January/February 2018 through July 2020
- Requirements:** University degree in social sciences and/or related fields (Master’s degree is an advantage); At least five years of work experience; Experience in capacity building for non-profit organizations; Experience with civil society organizations; Experience with EU projects.
- Appl. deadline:** 29 January 2018
- Apply to:** [ngocenter@icc-al.org](mailto:ngocenter@icc-al.org)