



JOB ANNOUNCEMENT

- Position** Sub-Grant Manager
at the Empowering Civil Society Organizations for Roma Integration--ECSORI project funded by the EU (Civil Society Facility Civic Initiative and Capacity Building) and implemented by ANTTARC in partnership with the Albanian Foundation for Conflict Resolution and Reconciliation of Disputes (AFCR) and the Union for Development and Integration of Roma Minority in Albania (Amaro-Drom).
- Scope of work** Sub-Grant Manager will work closely with the other members of the project team including the Project Manager (ANTTARC), Roma CSO Capacity Development Coordinator (Amaro-Drom), Community Mediation Coordinator (AFCR), Finance Manager (ANTTARC), and Finance & Administrative Assistants (from AFCR and Amaro-Drom) to manage the provision of and to provide quality and timely products and services proposed in the above mentioned action.
- Specific Responsibilities**
- Managing of the ECSORI FUND;
 - Developing the Sub-Grant Manual;
 - Managing the activity of sub-grant evaluation committees;
 - Providing information on sub-grant scheme to potential applicants;
 - Soliciting relevant proposals from CSOs;
 - Maintaining relationships with sub-grantees;
 - Providing technical assistance and coaching to sub-grantees relating to managing of the projects funded by the sub-granting scheme;
 - Ensuring that results work plan is implemented according to the project indicators and logframe;
 - Producing monitoring reports on implementation of projects by sub-grantees;
 - Establishing a database of civil society organizations supported by the project;
 - Preparing and conducting the sub-grantees' meetings to share experience;
 - Cooperating for the preparation of the best practices;
 - Cooperating with the other members of the project team regarding the monitoring of the civil society initiatives supported by the project;
 - Writing narrative progress reports and submitting them to the Project Manager;
 - Carrying out other tasks assigned by the Project Manager; and
- Supervisor:** Project Manager
- Contract duration** February 2018 through July 2010