



## VACANCY: Grant manager at the Skopje office

Where and when: ALDA office in Skopje, starting from January 2025

ALDA - The European Association for Local Democracy is dedicated to the promotion of good governance and citizen participation at the local level. ALDA in particular focuses on activities that facilitate cooperation between local authorities and civil society. It was established at the initiative of the Council of Europe's Congress of Local and Regional Authorities to coordinate and support the network of Local Democracy Agencies. ALDA developed in one of the strongest stakeholder in the field of cooperation between local authorities and civil society engaged in promotion of local democracy and active citizenship. For more information, please see our website: [www.alda-europe.eu](http://www.alda-europe.eu)

### Terms of reference

ALDA is looking for a **Grant manager based in our office in Skopje**. He/she will work under the supervision of ALDA's Secretary General, the Head of the Implementation Unit and the Head of the Western Balkans Unit; he/she will liaise with all the colleagues of the team,

Among the related tasks:

- *To prepare and coordinate all steps of grant-making programme;*
- *Develop and implement systems for monitoring and evaluating the effectiveness of grant-funded programs;*
- *Communicate effectively with internal teams to ensure alignment between program goals and grant objectives;*
- *Maintain accurate and organized records of grant proposals, agreements, and related documentation;*
- *Maintains regular communication with grantees, receives their interim and final narrative and financial reports;*

#### Office in Strasbourg

Council of Europe 1,  
Av. de l'Europe  
F-67075 Strasbourg, France  
+33 3 90 21 45 93  
+33 3 90 21 55 17  
[aldastrasbourg@aldaintranet.org](mailto:aldastrasbourg@aldaintranet.org)  
[alda@aldaintranet.org](mailto:alda@aldaintranet.org)

#### Office in Brussels

26 rue de la Loi,  
Mercator Building  
4th Floor - Salon for European  
Civic Organisations  
Brussels 1040, Belgium  
+32 (0)2 430 24 08  
[aldabrussels@aldaintranet.org](mailto:aldabrussels@aldaintranet.org)

#### Office in Vicenza

Viale Milano 36  
36100 Vicenza, Italy  
+39 04 44 54 01 46  
+39 04 44 23 10 43  
[aldavicenza@aldaintranet.org](mailto:aldavicenza@aldaintranet.org)

#### Office in Skopje

Bld. Partizanski Odredi  
43B/1-5  
Skopje, 1000  
North Macedonia  
+389 (0) 2 6091 060  
[aldaskopje@aldaintranet.org](mailto:aldaskopje@aldaintranet.org)

#### Office in Chisinau

S40, Serghei Lazo street  
5 floor, office no.3, Chişinău  
Republic of Moldova  
[aldamoldova@aldaintranet.org](mailto:aldamoldova@aldaintranet.org)

#### Office in Tunis

Rue Brahim Jaffel,  
Imm. Azaiez  
2 floor, Apt 4 El Menzah 4,  
Tunis 1082, Tunisia  
[aldatunisia@aldaintranet.org](mailto:aldatunisia@aldaintranet.org)



- *Ensure proper closure of grants by completing all necessary reporting requirements and documentation;*
- *Conduct final evaluations to assess the overall success of grant-funded projects.*
- *To be responsible of the use of the budget of the programme carefully and responsively manage the resources allocated;*
- *To report about the grant projects (both narrative and financial) with the support of the Financial office of ALDA;*
- *To contribute with inputs and suggestions to the best implementation of the grant projects promoting synergies under the topic assigned;*
- *To work in close cooperation with Project's Communication officer to ensure media presentation and outreach regarding the grant schemes under her/his direct supervision;*
- *To be present to the events of the projects and other events of ALDA, in the location of implementation of the projects activities;*

## Candidate qualifications

Applicants should meet the following requirements:

- University degree
- Excellent knowledge of English, and at least one of the Western Balkans languages is required; French language is an asset.
- Previous experience in grant management of **at least 2 years;**
- Solid background in budgeting and finance
- Experience in implementation of CSOs development grant schemes at the WB regional level;
- Knowledge of computer tools;
- Ability to work in a team as well as individually;
- Good interpersonal and communication skills;

### Office in Strasbourg

Council of Europe 1,  
Av. de l'Europe  
F-67075 Strasbourg, France  
+33 3 90 21 45 93  
+33 3 90 21 55 17  
aldastrasbourg@aldaintranet.org  
alda@aldaintranet.org

### Office in Brussels

26 rue de la Loi,  
Mercator Building  
4th Floor - Salon for European  
Civic Organisations  
Brussels 1040, Belgium  
+32 (0)2 430 24 08  
aldabrussels@aldaintranet.org

### Office in Vicenza

Viale Milano 36  
36100 Vicenza, Italy  
+39 04 44 54 01 46  
+39 04 44 23 10 43  
aldavicenza@aldaintranet.org

### Office in Skopje

Bld. Partizanski Odredi  
43B/1-5  
Skopje, 1000  
North Macedonia  
+389 (0) 2 6091 060  
aldaskopje@aldaintranet.org

### Office in Chisinau

S40, Serghei Lazo street  
5 floor, office no.3, Chişinău  
Republic of Moldova  
aldamoldova@aldaintranet.org

### Office in Tunis

Rue Brahim Jaffel,  
Imm. Azaiez  
2 floor, Apt 4 El Menzah 4,  
Tunis 1082, Tunisia  
aldatunisia@aldaintranet.org



- Proper work autonomy and proactive skills;

## Terms of contract

The contract will be for a period of 12 months and can be renewed subject to availability of resources and satisfactory performance evaluation at the completion of the first contracted period.

The contract will preferably start by **January 2025**.

Salary will be based on the experience and qualifications of the candidate. The proposed salary will follow ALDA's staff regulation.

## Application procedure

Interested applicants should fill in the following [template](#) with a Letter of Intent and Curriculum Vitae (CV) in English.

Please ensure that your Letter of Intent clearly states your interest in the position and highlights your relevant qualifications and experience. Additionally, include details about your proposed starting salary.

Applications must be received **on or before 17<sup>th</sup> of December 2024**. Interviews will take place the following days and might be followed by a written test.

*Please note that due to high number of applications, only shortlisted candidates will be contacted. Thank you for your understanding!*

### Office in Strasbourg

Council of Europe 1,  
Av. de l'Europe  
F-67075 Strasbourg, France  
+33 3 90 21 45 93  
+33 3 90 21 55 17  
[aldastrasbourg@aldaintranet.org](mailto:aldastrasbourg@aldaintranet.org)  
[alda@aldaintranet.org](mailto:alda@aldaintranet.org)

### Office in Brussels

26 rue de la Loi,  
Mercator Building  
4th Floor - Salon for European  
Civic Organisations  
Brussels 1040, Belgium  
+32 (0)2 430 24 08  
[aldabrussels@aldaintranet.org](mailto:aldabrussels@aldaintranet.org)

### Office in Vicenza

Viale Milano 36  
36100 Vicenza, Italy  
+39 04 44 54 01 46  
+39 04 44 23 10 43  
[aldavicenza@aldaintranet.org](mailto:aldavicenza@aldaintranet.org)

### Office in Skopje

Bld. Partizanski Odredi  
43B/1-5  
Skopje, 1000  
North Macedonia  
+389 (0) 2 6091 060  
[aldaskopje@aldaintranet.org](mailto:aldaskopje@aldaintranet.org)

### Office in Chisinau

S40, Serghei Lazo street  
5 floor, office no.3, Chişinău  
Republic of Moldova  
[aldamoldova@aldaintranet.org](mailto:aldamoldova@aldaintranet.org)

### Office in Tunis

Rue Brahim Jaffel,  
Imm. Azaiez  
2 floor, Apt 4 El Menzah 4,  
Tunis 1082, Tunisia  
[aldatunisia@aldaintranet.org](mailto:aldatunisia@aldaintranet.org)