



ABOUT GADC

Founded in 1995, the Gender Alliance for Development Centre (GADC) is a distinguished non-partisan, non-profit organization with nearly three decades of expertise in research, public education, capacity development assistance, monitoring, and advocacy. GADC is dedicated to fostering democratic development and promoting good governance, with a particular emphasis on advancing gender equity and social inclusion. Renowned for its role in addressing key issues related to women's rights and social inclusion, GADC is bolstered by its extensive network of national and international experts and trainers, enabling it to effectively contribute to strengthening the capacities of NGOs, advancing human rights, anti-discrimination, and gender equality, and ensuring broad civic engagement in democratic development.

ABOUT THE POSITION

We are looking to fill the position of Project Coordinator (100% working time position)

Project: Advancing Gender Equality through Oversight and Reporting in Albania (AGORA).

Donor: European Union

Overall Objective: Empower diverse women's civil society organizations (WCSOs) and grassroots groups (Roma and LGBTQI+) in Albania to monitor and effectively hold relevant institutions accountable for implementing gender equality and against gender-based violence (GE&GBV) legal framework.

GADC works on sensitive issues with vulnerable target groups. Therefore, the position requires a high level of understanding, gender sensitivity, and the use of the principle of non-discrimination. Multiculturalism and multicultural policies are pillars of GADC's values as an organization and are highly respected and nurtured. Any individual applying for this position should share them.

TERMS OF REFERENCE

Task and responsibilities

- Coordination of all the project activities during the project implementation.
- Coordinates with project partners and subgrantees and manages relations with stakeholders
- Day-to-day coordination and collaboration with experts and related donors.
- Organize the project's events, as well as in media interviews; present results; coordinate all activities; organize the monitoring and evaluation.
- Contribute to the management of the system for control in direct communication with the executive director and financial manager.
- Ensure that all deliverables are realized, tracked, filed, and in compliance with project objectives and requirements.
- Handle the logistics and all procedures of the projects;
- Prepare reports to donors (interims and final).
- Prepares short articles to be published in the official website and Social Media platforms of GADC.
- Monitor the activities performed and fill me M&E (Monitoring and Evaluation) regularly.



- Monitor and check the interim/final reports from the subgrantees and grassroots organizations.
- Provide management information for the GADC director, to contribute to better ongoing planning, reporting, monitoring, and learning;
- Participate at GADC governing body meetings, as appropriate, until the end of the project to ensure fundraising and program are integrated into the GADC development.
- Work collaboratively with others in the GADC team.

To be considered for this role, applicants should have the following respective experiences and skills:

- University degree / Master of Science (is preferred) in Health, Social Sciences, Sociology, Education Studies, Law, or similar fields;
- Knowledge of all aspects of planning and implementing a project cycle;
- Solid knowledge of the legal and policy frame work for Gender equality and against Gender based Violence in Albania
- At least 5 years of professional experience in project management and administration is required, with previous experience working on EU-funded projects considered advantageous.
- Experience in event management;
- Coordination and team communication skills
- Good ICT skills (such as among other MS Office, One Drive, Google Drive, MS Project, Doodle, Canva, WordPress);
- Excellent communication, presentation, organizational and writing skills;
- Excellent knowledge of written and spoken English;
- Good planning skills and ability to respect deadlines;
- Strong organizational skills and flexibility;
- Ability to work individually and in a team
- High level of understanding of the complexity of the topic and use of the principle of non-discrimination.
- Layout skills and proficiency in academic writing will be considered advantageous.

APPLICATION PROCESS

Please send your CV and motivation letter including at least two references, to gadc@gadc.org.al with the title "Application for Project Coordinator" no later than **15.04.2024**.

The application process is competitive and goes through 3 phases:

- Eligibility check of the documents required
- Interview with the written test only for the ones who will be invited;
- and completing the selected documents presented in the CV.

Note: Please be aware that we will not contact the ones that we judge are not fulfilling the criteria. No phone calls please.