



Gender Alliance for Development Center
Qendra Aleanca Gjinore për Zhvillim

CALL FOR APPLICATIONS

The Gender Alliance for Development Center (GADC) is a leading non-governmental organization (NGO) in Albania, founded in 1994, committed to promoting gender equality and empowering women. Through its multifaceted initiatives, GADC addresses gender-based disparities and fosters the social, economic, and political inclusion of women across Albania and the broader region. The organization focuses on key areas such as advocating for equal opportunities, combating gender-based violence, promoting gender-responsive budgeting (GRB), and providing capacity-building programs for communities, institutions, and civil society actors. GADC also conducts evidence-based research to influence public policy on issues like women's labor rights and social inclusion. With its unwavering dedication to gender justice, GADC remains a cornerstone of Albania's civil society, driving progress toward a more equitable and inclusive society.

Position: Project Coordinator for Gender-Based Violence (GBV) Empowerment and Service Improvement.

Location: GADC Office, Tiranë, Albania

Application Deadline: 17 January 2025

We are seeking a skilled and motivated **Project Coordinator** to lead a transformative multi-country initiative aimed at improving services for survivors of gender-based violence (GBV) across the Western Balkans. This project focuses on strengthening capacities, advocating for systemic change, and fostering collaboration among service providers, civil society organizations, and decision-makers, in line with the Istanbul Convention.

Key Responsibilities

1. Project Management and Coordination

- Oversee the timely and high-quality implementation of project activities in Albania and across the Western Balkans.
- Coordinate activities with partner organizations and ensure alignment with the project's Theory of Change and Log Frame Matrix.
- Develop and manage the project calendar in collaboration with partners, stakeholders, and the Executive Director.
- Monitor project progress, identify delays, and take corrective measures to meet objectives.
- Facilitate stakeholder engagement and conduct needs assessments to identify eligible participants.
- Manage project budgets, forecasts, and expenditures in compliance with donor requirements.
- Represent the project at relevant events and meetings within the project framework and with external stakeholders.



2. Project Reporting

- Prepare comprehensive project reports, including financial, progress, and impact assessments, adhering to donor and organizational standards.
- Guide staff and partners in meeting reporting requirements and maintaining clear and accurate documentation.

3. Capacity Building

- Coordinate training, coaching, and mentoring programs for service providers and CSOs.
- Oversee the creation of training materials and conduct endline analyses on service satisfaction.

4. Advocacy and Policy Development

- Lead the preparation of evidence-based recommendations and advocacy materials.
- Analyze state budgets, legal frameworks, and policy implementation with partner organizations.

5. Networking and Collaboration

- Organize regional meetings, workshops, and knowledge-sharing events.
- Foster partnerships with media to raise awareness and advocate for survivor rehabilitation and integration services.

6. Monitoring and Evaluation

- Ensure effective monitoring, evaluation, and reporting of project progress against performance indicators.
- Collaborate with stakeholders to adapt strategies based on feedback and emerging needs.

7. Stakeholder Engagement

- Build collaboration between women's civil society organizations, government agencies, and international partners.
- Represent the project in international forums and liaise with donors and decision-makers.

Required Qualifications

- Advanced degree in gender studies, social sciences, public administration, or a related field.
- Minimum of 5 years' experience managing multi-country or regional projects, particularly in GBV, human rights, or social services.
- Expertise in managing grants, including compliance with EU-funded project requirements.
- Proven track record in capacity building, advocacy, and policy engagement.
- Strong knowledge of the Istanbul Convention, CEDAW, SDGs, and EU directives on violence and human rights.
- Excellent organizational, leadership, and communication skills.
- Fluency in English (oral and written); knowledge of regional languages is an advantage.

Preferred Qualifications

- Experience with program assessment, design, implementation, monitoring, and evaluation.



Gender Alliance for Development Center
Qendra Aleanca Gjinore për Zhvillim

- Prior work with Women’s Civil Society Organizations.
- Knowledge of gender-responsive budgeting and GBV-related legal frameworks.
- Strong analytical, research, and writing skills.
- Proficiency in project budgeting, monitoring, and evaluation.
- Effective interpersonal and cross-cultural communication skills.
- Ability to multitask and adapt under pressure.

What We Offer

- The opportunity to drive systemic change and support GBV survivors in the Western Balkans.
- Collaboration with a passionate network of professionals and organizations.
- Competitive compensation and professional development opportunities.

How to Apply

Submit your CV and a cover letter outlining your qualifications and motivation for applying to email address: gadc@gadc.org.al by **January 17th, 2025**. Please include references and any relevant work samples or publications.

Note: *The selection process is at the sole discretion of the Gender Alliance for Development Center (GADC). The organization reserves the right not to disclose reasons for non-selection to candidates or third parties. Feedback will not be provided to candidates who are not selected.*

Join us in making a lasting impact on the lives of GBV survivors and advancing gender equality in the Western Balkans!

Please no phone calls.