



## 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:** Grant Manager – Gender-Based Violence (GBV) Empowerment and Service Improvement

**Location:** GADC Office, Tiranë, Albania

**Application Deadline:** 17 January 2025

We are seeking a detail-oriented and proactive Grant Manager to support a transformative multi-country initiative focused on improving services for survivors of gender-based violence (GBV) across the Western Balkans. This role emphasizes the management of grant compliance, financial oversight, and coordination with donors and partners to ensure the project's success in alignment with the Istanbul Convention.

### Key Responsibilities

#### 1. Grant Management and Compliance

- Ensure adherence to donor agreements, policies, and requirements, including financial, narrative, and audit compliance.
- Monitor grant timelines, deliverables, and budgets to ensure timely and accurate implementation.
- Manage the preparation and submission of grant applications, amendments, and extensions in coordination with project teams.
- Provide technical support to ensure compliance with EU and other international funding regulations.
- The grant manager will oversee and manage grant requirements, ensuring compliance with donor stipulations.
- The grant manager will identify additional funding opportunities and assist in the preparation of grant proposals.
- The grant manager will manage relationships with financial partners and coordinate with external funders.



- The grant manager will ensure timely and accurate reporting on grant usage and impact to stakeholders from each partner and subgrantee.
- Grant Manager will manage all grants delivered, including throughout all phases of project cycle management, including reviewing narrative and financial reports for quality assurance.
- She/he will provide training and mentoring as needed to grant recipients. The Manager will cooperate closely with all partners throughout subgranting processes.

## **2. Budgeting and Financial Oversight**

- Develop and monitor project budgets, ensuring alignment with grant objectives and donor requirements.
- Track expenditures and forecasts, identifying discrepancies or risks, and implementing corrective actions.
- Prepare detailed financial reports and documentation for donors, ensuring clarity and accuracy.
- Collaborate with the finance team to ensure timely disbursement of funds to project partners and stakeholders.

## **3. Reporting and Documentation**

- Oversee the preparation and submission of narrative and financial reports in line with donor requirements and organizational standards.
- Maintain thorough and organized records of grant-related documents, including contracts, reports, and correspondence.
- Ensure project documentation is up-to-date and accessible to relevant stakeholders.

## **4. Capacity Building and Support**

- Provide training and support to project staff and partners on grant compliance, financial management, and reporting.
- Conduct workshops on donor regulations and grant management best practices.

## **5. Coordination and Communication**

- Act as the primary point of contact between donors, project teams, and partners on grant-related matters.
- Foster effective communication and collaboration among stakeholders to ensure smooth project implementation.
- Participate in project meetings, workshops, and regional events to provide updates on grant-related activities.

## **6. Risk Management and Audits**

- Identify potential risks related to grant management and develop mitigation strategies.
- Coordinate with auditors to ensure successful grant audits and implement audit recommendations.

## **Required Qualifications**

- Advanced degree in finance, business administration, public administration, or a related field.
- Minimum of 5 years of experience managing grants, preferably EU-funded or international projects funded by the Austrian Development Agency or Sida.



Gender Alliance for Development Center  
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- Strong knowledge of donor compliance regulations, particularly EU and international funding mechanisms.
- Proven experience in budget development, financial tracking, and reporting.
- Excellent organizational and time management skills, with the ability to meet strict deadlines.
- Fluency in English (oral and written); knowledge of regional languages is an asset.

### **Preferred Qualifications**

- Experience working on GBV, human rights, or social services projects.
- Familiarity with the Istanbul Convention, SDGs, and gender-responsive budgeting.
- Proficiency in financial software Quick Book and Microsoft Office Suite (Excel, Word, PowerPoint).
- Strong analytical and problem-solving skills, with attention to detail.
- Effective communication and interpersonal skills, with the ability to work in diverse cultural settings.

### **What We Offer**

- The opportunity to contribute to a project driving systemic change for GBV survivors in the Western Balkans.
- Collaboration with a dynamic and committed network of professionals and organizations.
- Competitive compensation and opportunities for professional growth.

### **How to Apply**

Submit your CV and a cover letter outlining your qualifications and motivation for applying to [gadc@gadc.org.al](mailto:gadc@gadc.org.al) by 17 January 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.*