

## **Job Opportunities for a potential funded project**

**Apply immediately, but no later than Friday, May 14th, 2021**

The Gender Alliance for Development Center (GADC), an Albanian non profit organization headquartered in Tirana, invites applications by Albanian experts for the following positions:

### **Project Coordinator, for the upcoming funded project “Women’s Labour Rights and avenues to Women’s Empowerment”.**

The position is subject to a 12-month contract and offers a substantial benefits package. The assignments are expected to start in July 2021. Based on the availability of the most qualified candidates GADC will hire either one full time (40 hours per week) or two part-time project coordinators the combination of which will cover a full-time work week.

The project coordinator(s) will co-operate with a group of 4-5 GADC team members and other experts that will be involved in the project.

### **1. Project Coordinator (s)**

#### **The role will have the following main responsibilities:**

- Coordination of all project activities, experts and related donors.
- Organize activities.
- Prepare report, newsletters, social media and media information for the project.
- Participate in regular management and coordination team meetings to provide a fundraising and programme perspective in review management of financial and human resource allocation, and managing reputational and financial risk and opportunities;
- Show a keen understanding of GADC’s place in the Albanian society landscape and its opportunities for growth and improvement.
- Contribute to continuing improvement in (better) ongoing planning, reporting, monitoring and learning;
- 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 programme are integrated to the GADC development.
- Work collaboratively with others in the team ensure that fundraising work is integrating with all other areas of work, including overall policy and campaigns work, risk and resource management, finance, membership and communication;

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

- Minimum 5 (five) years of experience in managing at least two donor-funded programs for women’s rights, including managing staff and budgets, or relevant management experience in the private sector;

- Proven track of project writing;
- Proven track record of coordination and management skills, including a strong team spirit;
- Proven track record of impeccable professional and personal integrity;
- Preferably, graduate degree in business administration, political sciences, international relations, or related fields;
- Proven track of gender equality training or working skills.
- Excellent written and spoken English language skills.
- Lay out skills and academic writing will be a plus.

## **2. Event coordinator**

To support us with the successful planning and delivery of all of GADC events (off- and online) part-time in the GADC office in Tirana. The position is subject to a 12-month contract and offers a substantial benefits package.

### **The role will have the following main responsibilities:**

- Planning and organizing GADC Events.
- Planning and organising events in accordance with budget and time-limitations.
- Creating an appropriate time-scale and planning process for each event, including clear task assignments for the involvement of respective team-members or interns.
- Researching and booking appropriate venues or appropriate online technical support.
- Supporting the GADC team members in contacting appropriate speakers/trainers from within the GADC network or externally as required;
- Creating and continuously updating an overview of external events attended by GADC staff and board members, for reporting and Monitoring & Evaluation purposes;
- Supporting the GADC team in further developing online events and increasing their visibility to reach a wider audience such as webinars, podcasts, radio shows, Facebook Live events, etc.
- Holding overall responsibility for event budget planning and reporting;
- Planning each event in cooperation with the accountant and project coordinator within the available project and/or core budget category;
- Holding overall responsibility for issuing and processing invoices, coordinating this process with the accountant.

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

- A minimum of 2 years working experience in event planning and organisation.
- Excellent ability to manage and process financial documentation related to event coordination (experience in accounting is an advantage).
- Strong planning, organisational and administrative skills.
- A creative mind with the ability to suggest improvements/developments.

### 3. Consultant for Gender Based Violence against women and girl

The Role of the consultant and responsibilities:

- On job training with practitioners at the community centers of Tirana, Lushnja, Elbasan and Roskovec Municipalities.
- Based on the earlier developed manual prepare the on-job training agenda
- Conduct on job training for social service providers and psychologists
- prepare and present a final report on the training
- Monitor the cases and follow the standards

A working plan will be developed with the GADC project coordinators.

**To apply:** Please send (i) a curriculum vitae, (ii) cover letter, and (iii) contact information for three references to: [gadc@gadc.org.al](mailto:gadc@gadc.org.al) No phone calls please. GADC will contact applicants for interviews or to request additional information.

**About GADC:** Founded in 1995 as an independent, not-for-profit organization, GADC provides training and technical expertise, conducts research, develops policy proposals, and engages in advocacy to foster gender equality and social inclusion of marginalized groups in Albania. Working in partnership with grass roots groups, national networks, public institutions at the local and central level, and international organizations, GADC combines legal and civic to build a just, prosperous, and democratic society in Albania.