

**The Secretariat of the Steering Committee of the Eastern Partnership Civil Society Forum (EaP CSF) is looking for a**

**PROJECT MANAGER**

**Position Title:** Project Manager

**Organization:** Eastern Partnership Civil Society Forum (EaP CSF)

**Location:** preferably Vilnius, Lithuania

**Project Duration:** 30 months

**Type of contract:** consultancy

**Starting date:** March 2024

**The Secretariat of the Steering Committee of the Eastern Partnership Civil Society Forum (EaP CSF) is looking for an experienced Project Manager to join its growing team.**

The Secretariat of the Eastern Partnership Civil Society Forum (EaP CSF Secretariat) is accepting applications for the position of Project Manager, who will be responsible for the overall project management of the EU-funded project “*Belarus Beehive 2.0: Supporting civil society as a key driver of democratic transformation of Belarus*” of the EaPCSF, which includes a large Financial Support to Third Parties (FSTP) component. The activities will ideally be coordinated from Vilnius, Lithuania.

**Key Responsibilities**

Project management

Initiation and planning:

- Formulate an implementation plan on the basis of excellent knowledge of EU rules, project content, planned activities and deliverables, methodology, logframe and budget, and the respective responsibilities of each partner;
- Developing staff responsibilities (as required), recruiting and taking part in hiring project staff including head of units in collaboration with relevant project partners, evaluating project staff performance in particular quarterly reports and time sheets;
- Developing and coordinating draft calls for proposals, other regulations, rules, and procedures related to the project;
- Drafting and developing general guidelines, and selection in collaboration with partners.

Implementation:

- Ensuring overall project coordination; work of project partners and contracted staff;
- Ensure proper budget management;
- Set up project internal systems; proactively seek optimisation and efficiency;
- Ensuring timely implementation and reporting of project activities in accordance with donor requirements, project budget and implementation plan;
- Presenting regular updates to the Project Management Board meetings and providing all necessary information about project implementation;
- Maintaining project-related documentation;
- Cooperate with the project’s Financial Manager in reviewing, analysing, clarifying, approving and signing off project expenditure as required, including checking the completeness and accuracy of documentation, verifying compliance with budget limits and eligibility criteria;
- Approving and signing payment requests and invoices to project partners and service contractors
- Supervising and monitoring competitions for sub-grants together with responsible partners;
- Organising and coordinating the work of selection committees;

- Providing information on project progress to donors and stakeholders;
- Supervising the project's advocacy activities;
- Communicating and meeting with donors on project issues;
- Ensuring consistency, accuracy, and alignment with project goals of the external communication;
- Representing the project at meetings and events on behalf of the Project;
- Being responsible and involved in procurement, providing tenders, procurement operations, negotiating tender proposals with partners and the Project Board to select contractors, agreeing and signing terms of reference with contractors, and facilitating their activities through communication;
- Review reports from partners, assuring reports quality, compilation of reports;
- Ensuring timely submission of narrative and financial reports by project partners and submission to donors;
- Overall supervision of the work of Unit Heads.
- Supporting relationships with partners and donors on project planning, implementation, reporting, and fundraising issues;
- Identify collaborative opportunities with all stakeholders, including Belarus and external stakeholders to maximize outcomes and build strategic partnerships;
- Approves travels of members of the project team;
- Visiting project countries/regions if needed.

#### Monitoring and evaluation:

- Responsible for internal monitoring of project activities and deliverables, including monitoring of partner deliverables against the log frame;
- Organisation and supervision of project monitoring, including sub-grants;
- Overseeing tender for external project evaluation, including drafting calls for proposals and negotiating with project partners, disseminating calls for proposals, receiving and analyzing results;

#### Closure:

- Prepare of all project reports, including consolidated progress and final reports, and prepare information and analytical materials on project results and their contribution to donor objectives.

#### **Liability**

- Control of the designated use of project funds
- Control of the timely implementation of the project activities
- Control of the use of safe methods of working with information and maintaining information by all members of the project team

#### **Required Skills and Experience**

- Master's degree in International Management, Business Administration, International Affairs or other related field;
- Demonstrated 7-years' experience in project implementation of large projects with multiple partners;
- Minimum 2 years of experience in administering Financial Support to Third Parties (FSTP);
- In-depth knowledge of funding and procurement rules and requirements of the European Union (PRAG);
- Strong ability to establish priorities, work within tight timelines and multi-task;
- Ability to function effectively in a geographically dispersed team;

- Ability to work under minimal supervision with high level of resilience;
- Ability to exercise the highest level of discretion and confidentiality in carrying out the duties;
- Good team player with strong inter-personal skills who thrives in a multi-cultural environment;
- Sound coordination, administrative, networking, and collaborative skills;
- Excellent knowledge of English and Belarusian/Russian.

### **Desirable Skills and Experience:**

- Knowledge and interest in the countries of the Eastern Partnership;
- Experience working in countries with unfavorable environment for civil society;
- Experience in setting up procedures and regulations in a project;

### **Application procedure**

If you are interested in the role, please send your CV and motivation letter (in English) to [applications@eap-csf.eu](mailto:applications@eap-csf.eu) with the reference: “**BHV 2.0 – Project Manager**”. The Cover Letter must address how your skills and previous/ current professional experience match the duties and responsibilities set out for this role.

Please include the contact details of two references that will be available to provide information about your professional experience in case you are shortlisted for an interview.

Only candidates selected for an interview will be contacted.

**Applications will be reviewed on a rolling basis, so we strongly advise you to submit your application as soon as possible. The final deadline for submission is 28 January 2024.**

All applicants whether EU or non-EU citizens, are considered equally. Please, note that all candidates need to have the right to work in Belgium before applying.

For further questions, please contact Tania Marocchi, Director of the EaP CSF Secretariat ([tania.marocchi@eap-csf.eu](mailto:tania.marocchi@eap-csf.eu)).

### **About the EaP CSF**

The Eastern Partnership Civil Society Forum (EaP CSF) is a unique multi-layered regional civil society platform aimed at promoting European integration, facilitating reforms and democratic transformations in the six Eastern Partnership countries - Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine. Serving as the civil society and people-to-people dimension of the Eastern Partnership, the EaP CSF strives to strengthen civil society in the region, boost pluralism in public discourse and policy making by promoting participatory democracy and fundamental freedoms. EaP CSF is a non-profit, non-government, non-partisan civil society organization with its headquarters in Brussels.

More details about EaP CSF: <https://eap-csf.eu/>