

Call for Applications: Project Director

EaP CSF - Eastern Partnership Civil Society Forum

The Secretariat of the Eastern Partnership Civil Society Forum (EaP CSF Secretariat) is accepting applications for the position of a Project Director, who will be responsible for the overall management of a new EU-funded project of the EaP CSF, which includes a large civil society capacity-building and a Financial Support to Third Parties (FSTP) component. The Project Director will report to the Director of the EaP CSF Secretariat and the Management Board of the project.

About Eastern Partnership Civil Society Forum:

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.

Start date: early June 2021

Type of contract: 30 months consultancy contract with EaP CSF Secretariat (with possibility of extension)

Place of the consultancy: preferably Vilnius, Lithuania

Specific duties of the Project Director include:

- Manage the project in close cooperation with the Finance and Grants Manager and project partners;
- Ensure timely implementation, monitoring and reporting on project progress and results;
- Ensure the general coordination with and among the partners and other stake-holders;
- Oversee and implement the capacity-building component of the project;
- Ensure compliance and monitoring of contractual and internal engagements on communication, political, technical and other aspects;
- Maintain good track record of the project documentation;
- Represent the project at meetings and events;
- Ensure proper budget management;
- Set up project internal systems; proactively seek optimisation and efficiency;
- Draft reports to the donors and conduct fund-raising;
- Identify collaborative opportunities with external stakeholders to maximise outcomes and to build strategic partnerships;
- Monitoring project risks and ensure their mitigation;
- Ensure smooth day-to-day operation of the project.

Required Skills and Experience

- Master's degree in International Affairs, International Development, Political Studies or other related field;
- Minimum 6-years' experience in managing complex multi-stakeholder projects;
- Good knowledge and proven work experience in/on the Eastern Partnership region or a particular EaP country;
- Proven experience in building capacity of civil society;
- Proven experience of working in an organisation funded by the European Commission or the EU Delegation and knowledge of their funding requirements;
- Experience of working in countries with unfavourable environment for civil society;
- Proven track record working with or as part of a civil society organisation;
- Ability to work with and reconcile the views of diverse organisations and individuals;
- Ability to function effectively in a geographically dispersed team;
- Experience in setting up procedures and regulations in a new project;
- 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;
- Excellent knowledge of English;
- Good level of Russian.

The EaP CSF Secretariat offers:

- An exciting and responsible role in a new project;
- Attractive consultancy contract;
- Be part of a dynamic and international consortium;
- Excellent networking opportunities;
- Opportunity to make a difference.

Recruitment process

Please submit (in English) the application package to applications@eap-csf.eu with 'Project Director' in the subject of your email by **17 May of 2021**. Application package should include:

- Your CV;
- A one-page motivation letter;
- Names and contacts of two references.