

Vacancy Announcement

Post title	REGIONAL PROJECT COORDINATOR (ONE POSITION)
Project:	Joint Initiative to Empower Roma Civil Society on the Western Balkans and Turkey
Donor	European Commission –DG NEAR
Post duration	One year with the possibility of extension
Duty station	Tirana, Albania ROMA ACTIVE ALBANIA Rruga “Ylbere Bylykbashi” P. 25, Shk. 2, Ap. 4
Deadline for applications	12th March 2016
Tentative starting date	1 st of April 2016 or earlier
Tasks and responsibilities	<p>Under the direct supervision of the General Manager, the Regional Project Coordinator is expected to carry out the following tasks:</p> <p>Project management:</p> <ul style="list-style-type: none"> - Set up a project management system for the implementation, monitoring and evaluation of the various working packages and activities - Ensure that all the partners of the project are informed and understand the project requirements (finances, reporting, deliverables, timeline) - Ensure that all partners respect set deadlines for reporting and deliverable of outputs - Support the partners to implement the project and respect reporting requirements - Overview that the spending are in line with the set budget - Gather reports from the partners and that quality of



	<p>the final deliverables and the financial and technical reporting requirements</p> <ul style="list-style-type: none"> - Prepare interim and final reports for the donors and other partners <p>Contracts and sub-granting:</p> <ul style="list-style-type: none"> - Draft contracts, guidelines and procedures for co-applicants, sub-grants and experts in accordance with European Commission's rules - Monitor the implementation of the contracts and ensure the timely deliverable of outputs - Control and check the quality of the final deliverables and the financial and technical reporting requirements <p>Capacity Building and support to partners:</p> <ul style="list-style-type: none"> - develop targeted coaching and capacity-building plans for the partners and coordinate their implementation - support the partners elaborating national plans taking into account the national context - support the partners in the planning and implementation of their activities at national level - support the partners to select and cooperate with active local CSOs to join the national coalitions <p>Visibility and dissemination activities</p> <ul style="list-style-type: none"> - Coordinate the communication and visibility of the project both online and offline - Ensure the wide dissemination of the project results at regional level and support partners at national level - Follow the implementation and update the Communication Plan, in coordination with the respective stakeholders <p>Support the General Manager in tasks related to the implementation of the project.</p>
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	This task list is indicative and non-exhaustive.
Work experience and main requirements	<p>Essential:</p> <ul style="list-style-type: none"> - Bachelor Degree in Social Sciences, Human Rights, Law, Economics or other related fields - At least 3 years of experience in project management, grant and report writing and fundraising - Knowledge of requirements and standards of EU-financed projects - Experience in managing budgets - Very good knowledge of Microsoft applications, especially word and excel - Full working knowledge of English and Albanian - Demonstrated ability and willingness to work as a member of a team with people of different cultural and religious backgrounds, different gender, and diverse political views, while maintaining impartiality and objectivity - Ability to work independently with minimum supervision and to cope with stressful situations and deadlines - Willingness to travel also with short-notice and to work in the weekend when needed <p>Desirable:</p> <ul style="list-style-type: none"> - Advanced degree in Social Sciences, Human Rights, Law, Economics or other related fields - Experience in local, national, regional, or international non-governmental organizations, with particular focus on Roma rights' issues, capacity building and advocacy - Good knowledge of Roma inclusion policies and actors in the Western Balkan and Turkey - Good knowledge of European Institutions and their functioning



	<ul style="list-style-type: none"> - Knowledge of other languages, in particular Romani language - Experience with web management and design applications
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Interested and qualified candidates should submit a motivation letter, their updated CV, and three professional references **by 12th of March 2016**, to info@raa.al

Please indicate on in the subject of the email “Regional Project Coordinator application” and your name (i.e. *Regional Project Coordinator – Name Surname*). Only short-listed candidates will be notified.

Background Information on Roma Active Albania

Roma Active Albania (RAA) was established in April 2006, to contribute in the empowerment and mobilization of Roma, in order to bring them together in a Roma grassroots movement that can change the position of Roma and fight against exclusionary mechanisms.

RAA is founding member of European Roma Grassroots Organizations Network (ERGO Network) <http://www.ergonetwork.org> and also of International Roma Youth Network - TernYpe <http://www.ternype.eu>

It lobbies and advocates on Roma issues at local, national and international level. RAA is specialized in addressing issues, conducting analysis and developing new methods and strategies to tackle the exclusion of Roma people in Albania and Europe.

Project background and project description

While 4 million Roma live in the IPA countries, CSO’s have so far not fulfilled their potential role due to lack of capacity and funding. Therefore, this project aims to set up a facilitating support structure for (pro) Roma civil society to actively participate in the local and national policy and decision making process and establish a constructive and systematic dialogue with authorities to influence policies on Roma integration, social inclusion, non-discrimination, interethnic dialogue, socio-economic development and citizens’ rights.

The partners of the project work together on regional level and provide support:

- To strengthen the professional capacity, legitimacy and accountability of (pro) Roma NGOs and CBOs to enhance a long-term strategic organisational planning.
- To strengthen the capacity of (pro) Roma organisations to jointly establish a constructive and systematic dialogue with authorities and to keep governments accountable in the policy decision-making and implementation processes.



- To build the confidence, knowledge, skills and leadership of young Roma citizens and Roma grassroots groups to advocate for structural changes in the local public sector by creating strategic partnerships with other CSO actors, local institutions, municipalities and policy makers.
- To foster regular networking of (pro) Roma CSOs at regional and EU level and facilitate the exchange of knowledge, skills and connections, and increasing and widening their impact in campaigning and advocacy.

Key stakeholder groups, their attitudes towards the action and any consultations held.

- a. Roma Civil Society organisations working at Regional Level
- b. National and local Roma Civil Society
- c. Local and regional authorities, institutions, other civil society organisations

The activities that contribute to these four objectives are divided into three work packages:

Work Packages

1. Capacity-building

Activities that aim at equipping Roma CSOs with the skills, knowledge and understanding needed to fully participate in local policy development, decision-making processes and policy monitoring.

2. Networking and advocacy

Development and implementation of advocacy strategies at local, national as well as the regional (international) level. In addition to the capacity building and support activities, the work of the CSOs at local level is assisted through a re-granting facility.

3. Monitoring and accountability

Contribute to more effective policies and programmes for Roma integration by pursuing (shadow) monitoring at local and national level. The results of this monitoring should help policy reviews and at the same time strengthen accountability mechanisms: CSOs can pursue evidence based advocacy, which empowers them and strengthens their legitimacy

