



USAID
NGA POPULLI AMERIKAN
OD AMERIČKOG NARODA

INVITATION FOR EXPRESSION OF INTEREST

March 31, 2015

Advancing Kosovo Together - Local Solutions (AKT - LS) is a three-year project supported by USAID that aims to increase constructive inter-ethnic cooperation and interaction, primarily between the majority Kosovo Albanian community and Kosovo Serb community, which is vital to the security and stability of the Balkans.

In accordance with the CDF OM Guidelines, CDF now invites all qualified candidates to apply for the position opening.

Position: Grants Manager
Name of Program: Advancing Kosovo Together – Local Solution
Engagement Type: Full-time, 40hrs/week
Expected Length of Assignment: 26 months
Salary: Competitive
Mandatory Required Qualifications

Education: University degree in business administration, economics, finance or related field of study

Required Qualifications: 3+ years of experience in USAID or other international donor Grants management;
Strong analytical and communications skills;
Ability to work independently and as part of a team in a dynamic, high pressure environment;
Unquestionable honesty, integrity and ethical conduct in all matters;
A positive, friendly, professional, can-do attitude and appearance in serving as a representative of the project;
A forward-thinking and pro-active approach to working; ability to work with minimal supervision;
Maturity in all interactions with colleagues within the office, as well as contacts outside the office;
Ability to bring assignments or projects to a successful conclusion;
Strong conceptual and communications skills in verbal presentations and writing, in both local languages and English;
Facility with information management software adequate for presentation, reporting, and information templates and databases.

Key responsibilities: Manage the technical and managerial activities of the grants component of ATK-LS Program under the supervision of COP;
Applicant Assessment - Participate in the conducting of institutional assessments and diagnostic analysis of potential grantees. In particular, participate in examining financial, accounting, and administrative procedures for control of funds and expenditures, including appropriate reporting and authorities;
Grantee Monitoring - Closely liaise with and provide all necessary assistance to other advisors and the chief of party on issues related to the development, refinement, production, data management, and monitoring of an administrative system to track the activities and performance;
Compliance with Grants Regulations - Ensure full compliance with USAID regulations related to fair and open competition in the award of grants and manage the issuance of solicitations for proposals for grants;
Assist in evaluating applications for grant funding, including preparation of written reports on the process of evaluation and results of selection;
Monitor compliance of all agreements governing the award of grants and prepare reports to the chief of party and USAID;
Assist to develop project work plans and prepare Grant agreements.

Languages: Fluency in English and Albanian, Serbian at level IV;

Other skills: Good knowledge of computer programs especially Microsoft Office programs (strong spreadsheet and advanced Excel); Strong communication skills.

Terms of References for this position can be obtained at CDF Office, or through our web site at: www.kcdf.org/akt-ls. Only prequalified candidates will be invited for interview.

CV and three verifiable references must be submitted no later than April 14, 2015 at 16:00 pm, through email address at: feride@kcdf.org and njomza@kcdf.org, or at this address: Community Development Fund, Sejdi Kryeziu, no 16 Payton Place, Prishtinë.

CDF is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.