



**International project  
Belarus Beehive 2.0 Supporting civil society as a key driver of democratic  
transformation of Belarus”**

**announces recruitment for the vacancy for the staff position**

**Grant Manager**

**Location:** Lithuania

**Type of contract:** 17 months, employment contract.

**Workload:** 100%

**Start date:** 1 of February 2025

**Deadline for submissions:** reviewed on a rolling basis – 15 January 2025 as final deadline

**Description of the position:**

Assistance to the Capacity Building Coordinator and Senior grant manager in proceeding capacity building and organisational development grants for civil society organisations and coalitions.

**Key responsibilities**

- Advices to applicants on the terms of the call for proposals’ regulations and application to the Organisational Capacity Assessment (OCA) consultations;
- assistance in administrative check of the project proposals, which are sent through e-system of Belarus Beehive;
- administration of the application evaluators’ work through the e-system of Belarus Beehive;
- assistance to the Senior grant manager in preparation of documents for contracting;
- regular communication with grantees (including communication on the extension or other changes in their projects);
- assistance in the resolution of complex issues that may arise during the implementation process;
- collecting and verification of interim and final narrative reports of the grantees;
- assistance in organising the consultants’ and evaluators’ reflective meetings and making notes on them.

**Required Skills and Experience**

Bachelor or Master’s degree in humanities or management field

Minimum two years of experience project management or in FSTP  
General knowledge about the political, economic and social situation in Belarus  
Experience in project Planning, Monitoring and Evaluation (PME)  
Good communication-skills both in person and in writing  
Fluency in Belarusian and English

**Offered remuneration:**

2200 euro per month (gross amount) +10% annual salary increase.

**Application procedure**

If you are interested in the role, please send your CV and motivation letter (in English) to e-mail: [hr.beehive@proton.me](mailto:hr.beehive@proton.me) with the reference: “Grant manager vacancy”.

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 short-listed candidates will be contacted and invited for an interview.

All applicants whether EU or non-EU citizens, are considered equally.

Deadline for applications: on a rolling basis – 15 January 2025 as final deadline.