



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

**announces recruitment for the vacancies for the staff positions**

**Position Title:** Capacity Building coordinator

**Location:** Vilnius

**Duration:** 30 months

**Workload:** 35 %

**Indicative starting date:** February 2025 / as soon as possible

**Deadline for submissions:** reviewed on a rolling basis – 25 January 2024 as final deadline

**Description of the position:**

The primary responsibility of this role is to oversee and coordinate the capacity building initiatives for Belarusian Civil Society Organizations.

Key responsibilities

- implementing established methodologies tailored for enhancing the capabilities of CSOs
- managing and expanding the pool of experts specialized in capacity building and organizational development
- carefully selecting suitable experts for collaborative work with various organizations, and conducting thorough monitoring
- this monitoring involves both individual support actions and the overall efficacy of the capacity building programs
- If necessary, advises applicants on the competition regulations and filling out documents
- prepares periodic, but not less than once a quarter, reporting on the status of capacity building CSOs component implementation

Required Skills and Experience

Bachelor or Master’s degree in humanities or management field.

Belarus Beehive  
vacancies for the staff positions  
05-01-2025

Minimum two years of experience capacity building.  
General knowledge about the political, economic and social situation in Belarus.  
Experience in project Planning, Monitoring and Evaluation (PME).  
Proven skills in book-keeping, logistics, administration.  
Knowledge of financial management software.  
Good communication-skills both in person and in writing.  
Fluency in Russian, Belarusian and English.

**Offered remuneration:**

1120 euro per month (gross amount).

**Application procedure:**

If you are interested in the role, please send your CV and motivation letter (in English) to [hr.beehive@proton.me](mailto:hr.beehive@proton.me) with the reference: "Capacity Building coordinator". 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 25 January 2025.