



**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**

**Grant Manager**

**Location:** Lithuania, TVO EuroBelarus

**Type of contract:** 30 months employment contract. Probation period of 3 months is possible.

**Workload:** 100%

**Indicative start date:** February 2024

**Deadline for submissions:** 30 January 2024

**Duties and responsibilities:**

Assistance to the Senior grant manager in proceeding capacity building and organisational development grants for CSO, namely:

- Preparatory stage: adjustment of the templates for the call for proposals’ applications and reporting; advises applicants on call regulations and filling out call documents (applications, budget, etc.), other communication with applicants (also with the non-selected for support, resolving emerging issues); administrative check of the applications; liaison between applicants and OCA-OD experts; collection of expert assessments; assistance in preparation of selection protocols; preparation of response letters to applicants. Communication with contracting applicants, collecting documents for contracting and submitting them to the Senior Grant Manager.

Work with grantees: Instruction of Belarusian grant receiving initiatives and organisations in financial and administrative issues. Assists the Senior Grant Manager in monitoring the projects’ implementation, collecting financial and narrative reports, verification of reports. Collects data from the grantees' reports for the general indicators, collects cases for presentations; check visibility and promotion of the projects where possible.

Mentoring grantees on financial management, if necessary. Transfer of reports for approval to the Senior Grant Manager according to financial policy and grant’s agreements.

**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)

Proven skills in book-keeping, logistics, administration  
Knowledge of financial management software  
Good communication-skills both in person and in writing  
Fluency in Belarusian and English

Indicative salary per month is 2200 euro (gross amount)

### **Application procedure**

If you are interested in the role, please send your CV and motivation letter (in English) to e-mail: [eurobelarus2009@gmail.com](mailto:eurobelarus2009@gmail.com) 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: 30 January 2024.