

Chemonics International seeks qualified candidates for two positions with a USAID-funded program that supports the country’s integration into the broader Euro-Atlantic community. The project works closely with a range of partners, including national and local government entities, civil society organizations, and media actors. To apply for the vacancy, please email your CV and cover letter to macedoniarecruit@chemonics.com by March 17, 2019 and indicate the position you are applying for in the email subject line. The position will be based in Skopje. Applications will be reviewed on a rolling basis and only shortlisted candidates will be contacted.

**Position: Program Development Officer**

The Program Development Officer (PDO) supports the timely and accurate identification and implementation of grant activities to local organizations, assuming the overall responsibilities of activity design and articulation. In conjunction with other staff, the PDO is responsible for implementation management, financial oversight, program performance management, activity level monitoring, evaluation, and reporting, and database management and reporting.

The following responsibilities are not exhaustive and do not necessarily cover every task or duty that might be assigned. Additional responsibilities may be assigned as necessary. The PDO will report to senior project management.

**Illustrative Duties and Responsibilities:**

* Responsible for working with prospective partners to identify, propose, and develop grant activities in line with program’s technical strategy.
* Develop theories of change in coordination with a monitoring and evaluation officer.
* Prepare, present, analyze, and evaluate grant concepts, applications, and grant agreement/award documents to ensure consistency with program priorities, goals, and objectives.
* Provides hands on mentoring and technical assistance to grantees, consultants, subcontractors, and potential partners, as required, during the activity preparation stage and in the implementation phase in coordination with other staff.
* Evaluates activity progress, and coordinates with assistance recipients and other staff to prepare, review, and approve monitoring and evaluation data and final reports.

**Required Qualifications:**

* Demonstrated knowledge of Macedonian civil society, media landscape, and/or government institutions involved in reform efforts.
* Demonstrated analytical ability and understanding of local and regional political context, with the ability to think creatively in conceptualizing relevant grant activities.
* Bachelor’s degree in relevant field including but not limited to journalism, political science, international relations and sociology.
* At least 4 to 6 years demonstrated experience in project design, development and management, preferably with a donor-funded community development, governance, and/or media projects in Macedonia.
* Strong organizational, management, and administrative skills, preferably with respect to report writing and monitoring and evaluation.
* Fluent Macedonian and English required; proficiency in Albanian highly preferred.

**Grants Assistant**

The grants assistant (GA) will support a dynamic team issuing and overseeing the implementation of grants to a range of governmental and non-governmental organizations in North Macedonia. The assistant is responsible for supporting one or more grants managers in all aspects of managing grants, including timely, accurate and, compliant implementation of activities, monitoring adherence to deliverables and budgeting, reviewing payment information, maintaining information databases, reviewing deliverables, and coordinating with grantees, external consultants, project management, and the program’s donor. This position provides an excellent opportunity to learn and grow in the field of donor-funded grant management.

The following responsibilities are not exhaustive and do not necessarily cover every task or duty that might be assigned. Additional responsibilities may be assigned as necessary. The GA will report to a grants manager.

**Illustrative Duties and Responsibilities:**

* Supports the grants managers and procurement specialists with administrative tasks related to development, implementation, and close-out of program activities.
* Liaises with grantees and vendors to collect payment, procurement, inspection, and registration related documentation as necessary.
* Assists with the project’s commodity procurement and management
* Assists with the logistics of conferences, workshops, trainings, and other capacity building exercises.
* Conducts site visits to grantees during delivery of procured items.

**Requirements and Qualifications:**

* Bachelor’s degree required.
* At least two to four years of relevant administrative, procurement, and/or grants management experience, preferably with donor-funded projects.
* Demonstrated experience in procurement and/or grants focused on ensuring compliance with established donor rules and local legal regulations.
* Ability to work independently with minimal supervision, to prioritize multiple assignments in an extremely fast-paced environment, to meet deadlines, and to exercise good judgment.
* Ability to effectively communicate verbally and in written form in Macedonian and English. Knowledge of Albanian preferred.