



IESC – Improving Economies for Stronger Communities – is seeking qualified candidates for a Grants Assistant.

Program: USAID Youth Actively Create Opportunities (YACO)

Location: Skopje, North Macedonia

Duration: 5 years

Improving Economies for Stronger Communities (IESC) is a leading U.S. nonprofit organization that fosters private sector development in the economically developing world. Since 1964, we have delivered lasting solutions that have resulted in more than 1.5 million jobs in 137 countries. We partner with businesses, cooperatives, entrepreneurs, jobseekers, and governments to sustainably build capacity, create jobs, and grow enterprises, sharing proven skills and experience that improve the lives of individuals, families, and communities around the world. Our major funders today are the U.S. Agency for International Development (USAID) and the U.S. Department of Agriculture (USDA), among others.

IESC is implementing the \$7m USAID Youth Actively Create Opportunities (YACO) Activity in North Macedonia. The purpose of the Activity is to increase positive youth contributions to society and collective youth leadership across North Macedonia. The Activity prioritizes three broad areas of intervention:

Component 1: Create partnerships to support the development of economic opportunities that are attractive to youth.

Component 2: Strengthen youth competencies for jobs, progressive careers and active civic participation.

Component 3: Promote values that underpin self-reliance, such as responsibility, independence, lawfulness, strong ethics, civic engagement and striving for accomplishment.

The Grants Assistant will work full-time and be based in Skopje. Under the direction of the USAID YACO Grants Manager, the Grants Assistant will support the daily administration, implementation, and compliance of the \$500,000 grants portfolio under USAID YACO, while building the capacity of grantees to better understand grant administration and compliance.

**Duties and Responsibilities:**

- Support procurement processes, including drafting/reviewing funding opportunity documents, conducting and documenting bid analyses and evaluations, drafting grant agreements, and reviewing grant agreement deliverables.

- Draft and review grant budgets, grantee programmatic and financial reports, and grant payment documentation.
- Liaise with the USAID YACO finance and operations team to release and track grant disbursements.
- Review grant activities for compliance with applicable USG rules and regulations, as well as IESC policies and the Grants Manual.
- Ensure paperwork documentation for all grants includes receipt and acceptance of deliverables or products per the grant agreement requirements.
- Maintain accurate and complete files of grants documentation.
- Perform any other task assigned by the supervisor to meet Project objectives.

**Qualifications:**

- Three or more years of experience in government contracting and grant administration, compliance, and/or procurement. Experience with USAID grants/procurement is highly preferred.
- Experience with financial management of grants or contracts preferred.
- Familiarity and experience with international development principles and practice.
- Well-organized, detail oriented, excellent verbal and written communication skills.
- Excellent computation and organizational skills.
- Experience with USAID funded programs or other donor-funded programs preferred.
- Maturity, professionalism, positive attitude and display acceptable behavior.
- Bachelor's degree in relevant field required.
- Fluency in English and Macedonian.

**NOTE:** Candidate must currently have the right to live and work in North Macedonia. IESC cannot provide international relocation or sponsorship for this position.

**How to apply:** Please follow [the link](#) and submit a Curriculum Vitae in English and a letter of interest. Applications will be accepted on a rolling basis. Only finalists will be contacted by IESC.

Deadline for submission is May 15, 2023.

IESC is an Equal Opportunity Employer. We do not discriminate in selection and employment practices.