



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

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.

Under the direction of the Chief of Party (COP), the Grants Manager will work full-time and be based in Skopje. The Grants Manager runs the Program's 5-year grants management life cycle and ensures quality control and compliance for grants (up to \$20,000) within the Program's \$500,000 grants portfolio. This position will work closely with in-country staff to effectively manage the grants process, including the Technical Team, Finance Team, and MEL Team, as well as Home Office Program Management and Global Awards. The Grants Manager is also responsible for tracking grant implementation in conjunction with Program staff.

Duties and Responsibilities:

- Manage and coordinate notice of funding opportunity documents for grant opportunities and organize grant evaluation committee meetings.
- Prepare grant approval packages per the Program's Grants Manual for USAID's review and concurrence.
- Manage and coordinate the approval of grant agreements and grant modifications.
- Conduct capacity assessments for potential grantees and execute site visits to grant locations as required.
- Track grant progress and ensure adherence to reporting and USAID compliance requirements.
- Ensure quality information management related to grants by overseeing the regular maintenance of grant files, reporting calendars, and updating of grants management tools.
- Directly supervise the Program's Grants Assistant.
- Work with relevant Home Office staff to ensure compliance with USAID Cooperative Agreement and IESC requirements.
- Any other relevant tasks assigned by Program leadership.

Qualifications:

- At least three to five years of donor grants management experience.
- Understanding of USAID rules and regulations on grants and cooperative agreements.
- Previous experience managing grants processes from start to finish required, including grant approval package preparation and post-award grant monitoring.
- Experience with implementing multiple grant types (i.e., standard and simplified grants, fixed amount awards, in-kind grants) preferred.
- Close attention to detail and excellent writing skills.
- A Bachelor's degree in business administration, international development, or other relevant field is 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.