

VACANCY NOTICE

The European Fund for the Balkans is looking for a **Programme Manager** (starting March 2008).

The European Fund for the Balkans is a multi-year joint initiative of European Foundations including the Robert Bosch Stiftung, the King Baudouin Foundation, the Compagnia di San Paolo and the ERSTE Foundation.

As from 2008 onwards, the European Fund for the Balkans will undertake and support initiatives aimed at bringing the Western Balkans closer to the European Union. As a direct follow-up to the International Commission on the Balkans (2004-2006), the Fund embodies the member-state building strategy which includes the development of functioning state administrations and constituency-building as main priorities.

The Fund's objectives are to encourage broader and stronger commitment to the European integration of the Western Balkan countries and societies and to strengthen the efforts undertaken by a range of stakeholders in this process with a view also to developing effective policies and practices in the region and in the EU.

The Fund will be both grant-making and operational. It will support individuals and organizations from Albania, Bosnia and Herzegovina, Croatia, Macedonia, Montenegro, Serbia (incl. Kosovo).

Working under the guidance of the Executive Director, the Programme Manager will be carrying out the following duties of the European Fund for the Balkans Programme embedded in the Fund's Secretariat:

- Implement all policy and operational developments agreed by the Executive Director and Steering Committee
- Participate in programme design and to the overall strategy through the strategic planning
- Organise events
- Manage grants
- Participate in the programme communication strategy design and its implementation (website update, press release...)
- Respond to Steering committee members' requests: submission, reporting...
- Be responsible for the internal evaluation process and coordinate external evaluation

Qualifications:

- Successful track record of relevant professional experience in civil society development and grant giving programmes
- Experience in public administration development is an asset
- Excellent organizational skills, including the management and supervision of budgets
- Fluency in English and at least one of the languages of the Western Balkans region
- Good communication and analytical skills, strong writing skills
- Experience in the non profit sector
- Sound understanding of the region's EU integration process
- Preference will be given to applicants from Western Balkans countries

Appointment:

Place of work will be Belgrade, Serbia, with frequent travel in the region.

The appointment will be for one year, renewable, with a probation period of two months.

Full time contract under Serbian law.

Competitive salary with full insurance and tax package.

For applicants outside Serbia a relocation package will be offered.

Applications should be sent electronically by Friday 18 January 2008 at the latest to the email address applications@balkanfund.org with reference 'PM vacancy', and should contain a curriculum vitae with two references and a cover letter.

Interviews are likely to take place beginning of February 2008 in Belgrade.

Please note that only shortlisted candidates will be contacted.