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Job Announcement

CARE International Balkans, is an equal opportunity employer and is seeking a qualified candidate to fill the position of **Project Manager** for its three year project “**EWI - Economic Inclusion and Justice for Women of the Western Balkans**”, funded by the **Austrian Development Agency**. The position will be based either in CARE’s Office in Sarajevo, or in Belgrade.

ENGAGEMENT SETUP: The project will be implemented in Bosnia and Herzegovina (BIH), Serbia, North Macedonia and Montenegro. The Project Manager will be teamed with the Project Coordinator and work in close cooperation with the regional CARE Balkans programmatic, finance and administrative support team, sharing the mission and vision of CARE International <https://www.care-international.org/>, as well as the programming priorities of CARE Balkans in accordance with [CARE International Balkans Strategy 2023-2030 - Care Balkans](#). The project is expected to be realised in close collaboration with the four local partners from the region: in BIH – NGO LINK from Mostar; in Serbia – NGO ENECA from Niš; in N. Macedonia – Strategic Development Consulting SDC from Skopje; in Montenegro - Tehnopolis Innovation and Entrepreneurship Centre from Nikšić.

PROJECT SUMMARY:

CARE Balkans, in cooperation with country-level partners ENECA, LINK, SDC and Tehnopolis, is leading this three-year intervention contributing to the achievement of women’s economic justice (**Impact**), by supporting women’s entrepreneurial activities, fostering their employability and enabling a conducive environment for inclusive economic development in Serbia, Bosnia and Herzegovina, North Macedonia and Montenegro (**Outcome**).

The project will work towards the following **Outputs**:

- ✓ Entrepreneur women in the selected target regions are capacitated for a sustainable and environmentally sound business development, through financial and technical support
- ✓ Raised employability of women in the target regions, through soft skills development, certified vocational education and trainings
- ✓ Upgraded environment for a more efficient women’s economic inclusion, by addressing gender and institutional barriers and promoting successful inclusion models throughout the four target countries of the Western Balkans region contributing to efforts of variety of stakeholders and national partners to develop or enhance employment and qualification building schemes.

The project will support 350 women with business trainings; 174 women-led businesses with business development support; 2,000 vulnerable women with employability trainings and 200 young women with Vocational Education and Training (VET); 500 men will be included in joint gender norms sessions; 50 VET professionals sensitised to women’s training needs; 400 stakeholders and 80 media representatives included in advocacy and campaigns. 10 women-led grassroots CSOs will receive trainings and financial support to engage at community level. 522 employees of supported businesses will consolidate their jobs or be recruited due to improved business operation. 40,000 citizens will be addressed through information/social campaigns and more than 400,000 women will benefit from the project advocacy.

The project partner’s expertise in economic development of marginalised populations will be put to full use in the qualification/employment activities introduced by the project, and their work in this

respect will be complemented with the engagement of external VET companies for highly professionalised vocational trainings.

CARE and this project follow CARE International's **Gender Equality Framework**, which understands that women's empowerment is the combined effect of changes in agency (women's own knowledge, skills and capabilities), relations and structures (relationships through which she negotiates her interests, and the societal norms, customs, laws, institutional practices and policies that shape her choices in life). Recognising the **intersectionality of vulnerabilities**, the project employs a multi-faceted strategy targeting various categories of women who seek to get economically included and uses different methodologies with the purpose to raise women's capacity and develop networks, raising their economic resilience. Thus, for women interested in business development, the project provides financial and technical support and facilitate linkages with economic actors.

THE POSITION: The Project Manager will assume delegated responsibility for the management and coordination of this project. They will direct and coordinate activities of EWI project so as to further the attainment of its goal and objective.

The CARE Project Manager will assume overall responsibility for project implementation, country and activities' coordination, guidance and monitoring-evaluation-accountability-learning (MEAL) processes. The PM will organise the engagement of the Project Coordinator (PC) and distribute project duties in respected countries. Together with the PC, they will coordinate the work of project partners ensuring harmonisation of project activities across the region and manage the activities related to the involvement of the grassroots CSOs in the project (sub-granting CSOs for undertaking outreach in marginalised communities). The PM will steer project implementation, ensure visibility for the project and donors and lead the processes of cooperation with national-level stakeholders including ministries, governmental agencies, other women's economic justice initiatives, as well as media on all levels. Together with CARE's regional support team, the Project Manager will control the administration of the project's sub-granting scheme for the selected women's businesses and preside over selection committee sessions. Supported by CARE's Compliance and Programme Quality Team, the Project Manager will handle donor reporting and fulfil other managerial requirements. In collaboration with CARE's Gender Advisor, the PM will ensure gender mainstreaming throughout project implementation.

QUALIFICATIONS/SKILLS: University degree/diploma in economy, business development or related fields and/or equivalent experience in economic development projects and sub-granting. Minimum 5 years of (I)NGO project management level experience, dealing with economic development, in-kind granting and coordinated work with multiple stakeholders. Excellent knowledge in implementation of gender equality and women's economic justice principles. Good knowledge of the donors' procurement procedures. Proven presentation skills and experience in project MEAL plan design. Excellent command of oral and written local and English language and excellent reporting skills, both in English and local languages. Excellent computer skills (MS Office). Clean and up to date driver's license, category B with extensive driving experience. Readiness to travel extensively across the Western Balkans region. Personality and skills to work proactively, under tight deadlines and as part of a team. Salary and benefits package commensurate with experience.

EFFECTIVE DATE FOR THE POSITION: January, 2025

Any interested candidates should forward their CV and a Cover Letter in English language (EC Format) to Human Resources Department at CARE International Balkans in Sarajevo, Bosnia & Herzegovina by e-mail to human.resources@care.ba, no later than November 14th, 2024. No telephone enquiries please. Only short-listed candidates will be notified.

CARE International Balkans has a zero-tolerance approach to any harm or any fraudulent practice or behavior. It is also committed to the protection from sexual harassment, exploitation and abuse of vulnerable adults and children, involving CARE employees and related personnel, representatives, or partners.