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Job Announcement

CARE Balkans, is an equal opportunity employer and is seeking a qualified candidate to fill the position of **Project Coordinator (PC)** 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 in CARE’s Office in Belgrade.

ENGAGEMENT SETUP: The project will be implemented in Bosnia and Herzegovina (BIH), Serbia, North Macedonia and Montenegro while the primary area of responsibility for the Project Coordinator will be Serbia and North Macedonia. The Project Coordinator will work in close cooperation with the Project Manager and 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.

PROJECT SUMMARY:

CARE Balkans, in cooperation with country-level partners NGO ENECA from Niš; in N. Macedonia – Strategic Development Consulting SDC from Skopje; in Bosnia and Herzegovina LINK from Mostar; in Montenegro - Tehnopolis Innovation and Entrepreneurship Centre from Nikšić is implementing 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 POSITION: The Project Coordinator will assume delegated responsibility for the coordination of project activities in Serbia and North Macedonia.

The CARE Project Coordinator will assume responsibility for project activities’ coordination, guidance and monitoring-evaluation-accountability-learning (MEAL) processes in respective AoR. In close cooperation and with direction from the Project Manager, the PC will coordinate the work of project partners ensuring harmonisation of project activities across the region and coordinate the activities related to the involvement of the grassroots CSOs in the project (sub-granting CSOs for undertaking outreach in marginalised communities). The Project Coordinator will be responsible for organising, coordinating and monitoring all activities in Serbia and North Macedonia as well as for contact and cooperation with authorities, NGOs and grassroots organisations. The PC will be responsible to ensure CARE’s and partners’ compliance with the donors and CARE International rules and procedures. The PC will support and contribute to the project narrative and financial reporting and will maintain project documentation filing system. Under direction of the Project Manager, the PC will contribute to organisation of regional activities and project networking. Together with CARE’s regional support team, the PC will control the administration of the project’s sub-granting scheme for the selected women’s businesses. The PC will work closely with the Project Manager and CARE Balkans programme Quality Team to ensure CARE’s compliance, accountability, programme quality and learning.

QUALIFICATIONS/SKILLS: University degree/diploma in economy, business development or related fields and/or equivalent experience in economic development projects and sub-granting. Experience of minimum 3 years working with (I)NGO on implementation of developmental projects, 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. 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: March 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 February 7th, 2025. No telephone enquiries please. Only short-listed candidates will be notified.

CARE 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.