

Job announcement for a Grants Coordinator in Albania & North Macedonia for the Prespa Ohrid Nature Trust

The Prespa Ohrid Nature Trust (PONT) is a foundation under German Law working to support the Protected Areas (PAs) and Environmental Actors (EAs) of the Wider Prespa-Ohrid Area (WPOA) in Albania, North Macedonia and Greece and the Korab-Shara/Albanian Alps Transboundary Conservation Area (TCA), including ecological corridors between these areas in Albania and North Macedonia. In 2017 PONT established a Regional Program Office in Tirana to support and monitor the implementation of its grants programme. PONT works in partnership with the governments and other stakeholders to provide support through a framework of grants for conservation and sustainable natural resource management. We are seeking a qualified individual to act as a Grants Coordinator in Albania and North Macedonia to assist the PONT Executive Director and the Senior Grants Coordinator to coordinate the grant programme in these two countries. For more information please visit us at: www.pont.org

Position title: Grants Coordinator (Albania & North Macedonia)

Hours: Full-time

Location: Tirana, Albania

Salary: Commensurate with required experience and qualifications

Time frame: Initially 1 year starting March/April 2022 (with the possibility of extension or a permanent position in the PONT Regional Programme Office in Tirana, Albania)

Probation period: Three months

Roles and Responsibilities:

In close cooperation with the Executive Director (ED) and the Senior Grants Coordinator to coordinate all aspects of PONT grants in Albanian and North Macedonia with a specific focus on the grants in the Korab-Shara/Albanian Alps TCA, including ecological corridors between these areas including:

- Coordination of relations national and local stakeholders;
- Coordination with PONT grantees i.e. Protected Area Management Authorities, NGOs, research institutions and municipalities working in the PONT focus region in Albania & North Macedonia;
- Explanation of grant preconditions, requirements and procedures such as operational planning, monitoring and budget requirements for stakeholders eligible for grants;
- Verification and quality control of grant applications with PONT requirements;
- Regular internal financial and technical monitoring of grants;
- Coordination of grants reporting;
- Identify capacity development and organisational development needs of PONT grantees and identify possible service providers to address capacity development/organisational development priorities;
- Assist in the implementation and coordination of the PONT Environmental Social Management System (ESMS);
- Coordination with consultants contracted by PONT in relation to the grants programme;
- Coordination with external service providers contracted by PONT for independent technical and financial compliance verification;
- Coordination and participation in workshops/events to promote joint planning between protected areas, NGOs, municipalities and others (including transboundary workshops);

- Compile lessons learned that can be derived from the PONT grants for replication, scaling-up and publishing;
- Coordinate with other implementing agencies to create synergies, avoid overlap and to ensure sustainable co-financing of PONT grants;

Requirements:

Previous work experience in grants coordination is required. Understanding and affinity with the operational work related to management of protected areas, NGO's, and experience working with international organizations are viewed as assets. The grants coordinator should be flexible and willing to take on a variety of different tasks and to travel independently in the PONT region (i.e. Korab-Shara/Albanian Alps TCA) in Albania and North Macedonia. Affinity with and previous working experience in the Korab-Shara/Albanian Alps Transboundary Conservation Area are viewed as important assets for this position.

Good teamworking and oral and written communication skills are essential. You will be well organized, flexible and able to provide deliverables in a timely manner and identify priorities within the context of a project/programme. You should have demonstrated flexibility and patience to work with stakeholders in both the public and private sector and at a variety of levels. Fluency in Albanian and English are required. You must be computer literate and proficient with common office software packages (advanced skills in WORD, EXCEL; etc.). You must have a driver's license and preferably having a car.

Educational Requirement: The equivalent of a Master's degree in a relevant field is required.

Applications: please send a cover letter, CV and three work-related references in English to the PONT Executive Director by e-mail to info@pont.org by 12 January 2022. Only shortlisted candidates will be informed and invited for an interview to be held in Tirana at a date in late January/early February 2022 to be announced at a later stage. Short-listed candidates will be asked to bring certified copies of their diplomas and work certificates.

PONT is an equal opportunity employer and welcomes applications from all interested groups without any discrimination!