



ZAJEDNO ZA
AKTIVNO GRAĐANSKO
DRUŠTVO

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Project Officer for Capacity Development will be engaged in the “For an Active Civil Society Together – ACT” project that addresses the challenges of civil society activism in Serbia. The second four-year phase of ACT starts on 1 November 2023.

The main duties and responsibilities of the Project Officer include:

- Design and conduct periodic assessments of capacity development needs of ACT partner civil society organizations and informal groups;
- Design the overall framework for capacity development of ACT partner civil society organizations and informal groups - working plans, progress monitoring, reporting, supervision, etc.;
- Provide technical assistance and supervision for the implementation of the capacity development activities through:
 - Support and guide civil society organizations and informal groups in strengthening their overall capacities (organizational, communication, advocacy, thematic capacities);
 - Substantively and financially manage service providers that are contracted to implement activities;
 - Establish and maintain regular communication and coordination with mentors and trainers;
 - Develop and implement the quality assurance system for trainers and mentors, and oversee their work;
- Monitor and analyze/evaluate the overall results and effects of the capacity development program and adapt it periodically in line with the results, as needed;
- Coordinate the creation of the database of the learning materials developed within the ACT capacity development program for civil society organizations and informal groups;
- Establish and maintain contacts with various collaborating partners at the local level, national level, and other relevant civil society organizations and networks as well as local governance initiatives and donor initiatives with aim to coordinate capacity development efforts targeting CSOs and informal groups in Serbia;
- Share experiences and lessons learned through different knowledge management platforms.

Position requirements:

- University degree in social sciences (Political Sciences, Sociology, Law) or related subject;
- Minimum 7 years of work experience in the civil society sector;
- Minimum 3 years of experience in designing and/or delivering training, workshops, and other capacity-building activities for civil society actors;
- Advanced level of English language, written and spoken;
- Good knowledge of MS Office (Excel, Word, PowerPoint);
- Previous experience of working in national or international non-governmental organizations and/or national or international donor entities will be considered as an advantage.

Benefits:

- Stimulating compensation package;
- Excellent conditions and dynamic organization;
- Training and mentoring for professional and personal development;