

## AgroInvest Foundation Serbia announces vacancy for the position of United Voices for Children Project Manager

### Purpose of the Position

The purpose of this position is to implement and manage actions and the value chain of these actions to fulfill AgroInvest Foundation Serbia's grant obligations under the project "United Voices for Children".

"United Voices for Children" (2015-2018) is financed by the German Federal Ministry for Economic Cooperation and Development (BMZ), through World Vision Germany and AgroInvest Foundation Serbia. The project partners are 7 [ChildPact](#) members coming from the Western Balkans, Eastern Europe and South Caucasus.

The project aims to contribute to child well-being, protection and rights through strengthening civil society organizations, so that they have the expertise and the mission to solve the complexities that inhibit progress and the government has the ability to finance and scale up effective interventions. As important part of the civil society, regional coalitions of child-focused NGOs, strengthened and united under the ChildPact, will make use of their expertise and joint power to monitor and influence government actions on behalf of the vulnerable children.

Main project activities are:

- Increase the visibility of national coalitions through training, coaching programs, roundtables and field trips for journalists, create and implement strategies for celebrity and business engagements, develop minimum operational standards and building long-term funding habits;
- Create an evidence base for advocacy and policy engagement by developing a [Child Protection Index](#) in each participating country. The Index will capacitate national coalitions to build policy recommendations based on regional snapshots and national comparisons;
- Advocate effectively at national and regional level by increasing the political and diplomatic engagement with stakeholders and by organizing learning events, mentoring sessions and capacity exchanges;

### Scope of Position

Managing United Voices for Children project on a daily basis, with major responsibilities in planning, human resource management, implementation and control. Help carry out AgroInvest Foundation Serbia's mission, vision and strategies.

**Position Type**

Full-Time

**Contract duration**

Fixed-term, 21 months

**Job location**

Belgrade, Serbia

**Working Environment**

This person is required to travel in the Western Balkans, South Caucasus and Eastern Europe regions.

**Required knowledge and skills**

- Strong project management skills;
- Work experience in both national and international civil society organizations;
- Outstanding networker with training skills. Hands-on experience in building or/and leading civil society networks (local, national or regional networks) or/and organizations is preferred;
- Very good understanding of the regional CSO environment;
- Strong sense of initiative;
- Excellent understanding of donor landscapes;
- Good geo-political awareness;
- Hands-on experience in advocacy and fundraising;
- Good knowledge of the child protection reform processes in the region;
- Excellent verbal and written communication skills in English and BSC;
- Hands-on experience in advocacy preferred.

**Required experience**

- University degree, preferably in international development and/or social sciences or a related field, or equivalent work experience (minimum 8 years);
- At least 3 years experience in international civil society surrounding;
- At least 5 years experience in project management;
- Experience in starting, building or working with networks/and or civil society organizations preferred.

**Major responsibilities**Planning

- Defines the scope of the project, including sub activities, with the colleagues from the core project team (AFS Manager, Financial Director and ChildPact Secretary General) and WV MEER Policy Director, according to the project outcome and outputs and achievements from the first phase of the project;
- Assess the remaining resources (financial, human, in-house coalition resources, existing partnerships) with the colleagues from the core project team and WV MEER Policy Director;
- Creates a detailed action plan on the level of the project and each activity;

- Creates a transition strategy from the output driven phase of the project to the outcome and impact driven phase of the project.

#### Human resource management

- Mentors and coaches coalition coordinators in fulfilling their project tasks;
- Mentors and coaches coalition coordinators in their other outputs and outcome related activities;
- Mentors and coaches coalition coordinators in creating transition strategies for their coalitions after the staff funding ends under the UVC project, including fundraising strategy together with fundraising consultants;
- If necessary engages with coalition board members to enhance ownership over the UVC and its results at the national level.

#### Implementation

- Contracts the consultants together with the core project team;
- Works with consultants on day to day level and streamline the quality of the result;
- Implements the project according to the action plan;
- Initiates actions that could contribute to the sustainability of the existing UVC outputs;
- Initiates expenses;
- Creates cash flows;
- Secures the administrative project management procedures are followed by all project participants (securing IMRs and time sheets are completed, secure that reporting contributions are in place);
- Documents project activities;
- Set up files to ensure that all project information is appropriately documented and secured;
- Secures collecting necessary documents for financial records/reports.

#### Control

- Monitors the progress of the project and makes the necessary adjustments to ensure the successful completion of the project together with the project coordinator;
- Timely assesses the challenges and informs core project team about it;
- Monitors all budgeted project expenditures and regularly update grant monitoring tool together with the finance officer;
- Monitors cash flow projections and reports actual cash flows and variance on a monthly basis;
- Contributes to resolving challenging project-related situations.

#### General

- Performs other duties as assigned;
- Works collaboratively with the team members when assigned to work as a member of a team;
- Keeps being informed of organizational announcements, activities and changes via regular corporate information channels.

**AgroInvest Foundation Serbia offers competitive remuneration for this vacancy.**

Interested candidates should send a cover letter and CV with references in English by e-mail to officeafsuvc@gmail.com, Ref: UVC-Project Manager by 15 August 2016.

The AFS staff reserves the right to contact your previous employers as per references received.

**Please note that only shortlisted candidates will be contacted.**