# Job Description

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Project Coordinator EU SEE LOT 2</th>
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<tbody>
<tr>
<td>Cluster:</td>
<td>ADC</td>
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<tr>
<td><strong>Salary:</strong></td>
<td>USD 48013 per annual (Excluding benefits)</td>
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<td><strong>Location:</strong></td>
<td>Remote with some level of international travel required. The successful candidate must have the right to work in location where they are based</td>
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<td><strong>Reports to:</strong></td>
<td>Advocacy and Campaigns Lead</td>
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<td><strong>Direct Reports:</strong></td>
<td>TBD</td>
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## Role Overview:

CIVICUS is part of a new Consortium – the European Union System for an Enabling Environment for Civil Society (EU SEE Lot 1 & 2) and will be responsible together with Consortium members to coordinate different funding mechanisms including an Emergency and Sudden Opportunity funding stream with partners from Asia, the Middle East, the Pacific and Sub-Saharan Africa and the Prevention and Pro-active Support mechanism that covers Sub-Saharan Africa, the America's and the Caribbean.

The holder of this position will coordinate from CIVICUS activities to implement the EU funded EU SEE Flexible Support Mechanism (FSM). They are responsible for monitoring effective coordination across the program team, Consortium partners, the EU, grant recipients and other stakeholders. They will oversee the management of the CIVICUS share of the program including supporting the inception, co-design, governance, provision of grants, monitoring evaluation and learning, communications and periodic reporting to donors. The Coordinator will oversee the delivery of the project with agreed timelines, processes and quality standards. CIVICUS works through a horizontal and cross cluster model, therefore the Coordinator will work with and be supported by different clusters and teams. The Coordinator will also work closely with colleagues at CIVICUS to co-design and implement internal grant making processes and platforms that would facilitate the provision of grants to partners in an agile manner, strengthen coherence and collaboration and avoid duplication in the process of supporting partners with grants.

## Areas of Responsibilities

<table>
<thead>
<tr>
<th><strong>Leadership and Coordination</strong></th>
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<td><strong>Key Activities</strong></td>
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<td>• Support the development and implementation of strategies aimed at identifying gaps in advocacy and support to civil society organizations and movements.</td>
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<td>• Coordinate responses in the form of flexible support and grants for actions that will prevent a deterioration in an enabling environment for civil society, strengthen positive developments and help civil society adjust to these developments.</td>
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<tr>
<td>• Coordinate collaboration with consortium members, and staff at CIVICUS among others; set up the EU SEE Flexible Support</td>
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## Job Description

**Mechanism, its governance structure and (Monitoring Evaluation, Accountability and Learning (MEAL) System.**

### Project Coordination and Advocacy

- Linking up with the Early Warning Mechanism and Monitoring Index from EU SEE Lot 1 and ensure that 75% of grants provided are based on trends from the Early Warning Mechanism.
- Coordinate support to civil society organizations including less formal groups, grassroots organizations and marginalised groups and identify the appropriate funding structure from the different funding mechanisms.
- Prepare and implement calls for proposals, accompaniment processes and selection procedures.
- Manage and monitor grants in line with donor requirements and approaches agreed with the Consortium.
- Coordinate periodic consultations and co-design sessions with target groups and key stakeholders for feedback on flexible support mechanisms.
- Provide technical and thematic support to grantees and partners.

### Managing partner relations

- Serve as the interface between Consortium partners and CIVICUS.
- Open and curate spaces to meaningfully engage with diverse civil society actors in decision making about support mechanisms.
- Consistently develop meaningful relationships with grantees and other partners for learning, information sharing, and alliance building.
- Participate actively in the different decision-making and governance groups of EU SEE Lot 2.

### Monitoring, Evaluation and Learning

- Develop timely financial and narrative reports for internal use and in line with consortium-level agreements and donor requirements.
- Facilitate periodic learnings (online and offline) at different periods of the grant making process for learning, relationship and alliance-building.
- Facilitate accompaniment of grantees, capacity assessments, capacity enhancement including linking grantees to capacity strengthening tools.
- Co-create learning and information sharing mechanisms for grantees.
- Coordinate the inception phase and recruitment of project staff as needed, designing calls for proposals, processes to accompany grantees, and selection procedures in collaboration with Consortium partners.
- Contribute to the setting up of internal mechanisms to facilitate and manage the different grant making processes at CIVICUS to ensure there is coherence and avoid duplication.
- Ensure there is effective coordination of referrals internally between the different funding mechanisms.
- Plan and implement regular sessions (online and offline) on lessons from grant management and to share key outcomes -with staff, members and partners.

### Internal and Cross-organizational Coordination

- Plan and implement regular sessions (online and offline) on lessons from grant management and to share key outcomes -with staff, members and partners.

## Person Specification
# Job Description

## Education, Language & Qualifications
- Master’s degree in social sciences, Politics, International Relations, Development Studies and any related field or equivalent work experience.
- Fluency in verbal and written communication in English, additional language proficiency in Spanish, French and/or Arabic is an advantage.

## Essential Knowledge, Skills and Experience
- At least five years of professional experience working on human rights, tracking and reporting on human rights conditions and advocacy to address human rights concerns.
- Demonstrated prior experience in project managing donor-funded programs with grant making components.
- Good understanding of the resourcing landscape for civil society especially in contexts with restricted civic space.
- Understanding the principles and practices of flexible, inclusive and responsive support of funding to local groups.
- Experience managing projects and working with a consortium or alliance of civil society organisations.
- Strong analytical, strategic thinking and planning and reporting skills.
- Demonstrated collaboration, coordination and partnership building abilities, both internally within an organisation and externally.
- Strong and effective writing and verbal communication skills.
- Demonstrated ability to work in a multicultural environment.
- Experience in establishing systems and processes for monitoring and learning, sharing outcomes and for effective communication.
- Ability to engage effectively with grantees, partners, donors.

## Desirable Knowledge, Skills and Experience
- Experience managing projects with civil society.
- Previous experience with EU funded programs highly desirable.
- Experience working as part of a consortium or groups of organizations that support civil society including less formal groups and excluded communities.
- Experience in grant making for civil society and ability to detect and respond to restrictive conditions or opportunities.
- Experience working with members-based organisations and responding to multiple demands from civil society.