

# About the Senior Grants and Program Manager Position

## Position Title

Senior Grants and Program Manager, full-time.

## Reports To

Executive Director

## Location

Prishtina, able to travel within Kosovo and internationally

## About the Role

The Senior Grants and Program Manager will be responsible for ensuring that TOKA's Non-Formal Education programs are developed, planned, and implemented in alignment with organizational goals and grant commitments. This role includes managing both financial and human resources, with a focus on grant management, team leadership, project implementation, reporting, and partnership building.

The ideal candidate is a self-motivated, resourceful individual with a proven track record in grant and program management, financial oversight, and team leadership. Candidates from the non-profit as well as the private sector are welcome.

## About TOKA

Founded in 2013, TOKA is a Kosovo-based non-profit organisation, which contributes to the development of Kosovo by investing in its youth. We focus on youth from disadvantaged backgrounds, and offer education and volunteering programs that help them thrive in 21st-century society and the workplace. TOKA is the No.1 volunteering organisation in Kosovo, with over 1,000 volunteers engaged annually - and is a long-term partner of local government in the field of education, youth work, and teacher training. TOKA is the chair of the Central and South-eastern Service-Learning Network and the Kosovo representative in the SAME network.

## Responsibilities

### Grant Management

- Ensure timely, effective, and budget-compliant program and grant implementation, in collaboration with team members.
- Ensure programs align with the organization's strategy, mission and goals.
- Write interim and final project reports in accordance with donor requirements.
- Maintain and strengthen relationships with donors to ensure long-term partnerships and grant renewals.
- Identify opportunities for program financing, expansion, and growth - including developing national and international partnerships.

### Team Leadership

- Manage and coordinate project teams, providing continuous support and addressing priorities proactively.
- Provide a strong management framework for team members (meetings, tools, risk management).
- Lead, mentor, and provide professional development opportunities for team members to enhance their skills and contribute to their career growth.
- Foster a positive and productive team environment.



# About the Senior Grants and Program Manager Position

## Financial Management

- Prepare and oversee project budgets, together with Executive Director, Finance and Project officers.
- Monitor expenditures for financial accountability and seek cost-saving opportunities.
- Ensure financial, procurement, legal, and regulatory compliance align with grant requirements and local laws.

## Qualifications

- Bachelor's degree, preferably but not exclusively in social sciences;
- Minimum 5 years of experience in managing contracts, project management, including results-based management, and monitoring and evaluation methodologies;
- Proven experience in financial management, budgeting and reporting;
- Proven leadership and team management skills and experience;
- Excellent verbal and written communication skills in English and Albanian, with ability to present information clearly and persuasively;
- Driver's licence is highly desired.

## Apply

If you meet the minimum requirements and are interested in applying for this position, please complete **this form** and upload your CV (no more than two A4 pages) and cover letter (no more than one A4 page) in English.

**The application deadline is 23.59 on the 23rd of September 2024.**

Interviews will be held on a rolling basis. Please note: Due to the high number of candidates, only shortlisted candidates will be contacted. If you have applied, **but not heard from us by 30th September 2024, please assume that your application has not been successful.**