
JOB DESCRIPTION

Job title:	Capacity Development Manager
Location:	Belgrade, Serbia
Contract duration:	1 year, with a possibility of extension
Starting date:	1 February 2019 (up to 6 months considered as trial period)
Gross Salary:	1400 EUR

Job summary:

This position is vital for achieving ERA's strategic goals and commitment to build strong and sustainable LGBTI movement in the region of the Western Balkans and Turkey, high standards of practice and position ERA as one of the most relevant agents of change in the field of LGBTI rights in the region and beyond. The focus of the Capacity Development Manager is on internal development of ERA, and within this scope of responsibility reports to the Executive Director with operational, financial and administrative focus and on capacity building of ERA's member organisations and LGBTI movement in the Western Balkans and Turkey region, and within this scope of responsibility reports to the Executive Director with focus on strategic, organisational and programme development.

Main duties and responsibilities include:

- Internal capacity development: in close cooperation with the Executive Director (with the focus on strategic, organisation and programme development), develops capacity building programme for each employee and assists in their professional development, sets up internal mentoring programme, conducts job analysis and develops job descriptions, sets up internship and volunteering programme, conducts needs and capacities assessment of member organisations, develops programmes/toolkits/manuals/guidelines for capacity development of member organisations, implements and evaluates internal capacity development activities, supports member organisations' efforts in community building and empowerment;
- External capacity development: conducts needs and capacity assessment of external stakeholders (public institutions, government bodies, professional bodies, etc.), develops capacity development programmes and toolkits/manuals/guidelines and implements and evaluates external capacity development activities;
- Good practice sharing: develops systems of monitoring, peer learning, and knowledge exchange within the LGBTI movement in the region, carries out documentation of good practices;
- Sub-granting: in close cooperation with Executive Directors and Finance and Administration Officer, develops sub-granting schemes, manages sub-grants and conducts capacity building activities for grantees;

Other duties and responsibilities:

- In conjunction with Executive Directors, coordinates and assists the engagement of funders with the aim to increase capacities of member organisations and wider LGBTI movement across the region;
- Establishes and maintains strategic partnerships and cooperation with other capacity building stakeholders;
- Prepares budgets and progress reports for capacity building;
- Assists in developing and improving internal policies and procedures, with focus on human resource management and capacity building;
- Assists in preparation of Annual General Assembly as well as its realisation;
- Assists preparation of events, as well as their realisation;
- Represents ERA at local, national, regional and international levels in the fields of capacity building;

Profile requirements:**Qualifications and Experience**

- At minimum a University degree in social sciences or humanities. If a University degree is in other sciences, relevant working experience might be considered;
- Documented formal and/or non-formal education in areas of capacity building (ToT, workshop/training leadership, trainings in conducting needs and capacity assessments, trainings in managing human resources, other educationist roles, etc.);
- At least 5 years of relevant capacity building experience (capacity building, developing and conducting needs assessments, developing and implementing training programmes, consultancy and/or mentoring);
- At least 3 years of working experience within the field of LGBTI and human rights related issues, with extensive experience and knowledge of the LGBTI movement in Western Balkans and Turkey;
- Knowledge and understanding of the global LGBTI movement;
- Knowledge and understanding of political and social contexts in the Western Balkans and Turkey region, and broader European region;
- Experience in youth work, capacity building of grass-roots initiatives and community building;
- Extensive experience and advanced knowledge in project management; Knowledge in grant management;
- Experience in supervision and support, designing and running volunteering programs and volunteers' mentoring.

Skills and aptitudes

- Ability to work in diversified environments;
- Ability to work in teams;
- Ability to work independently with little supervision;
- Proficient knowledge of spoken and written English language (international standard tests of English language knowledge such as CPE, CAE, IELTS, TOEFL apply, or substantial working/studying experience in an English speaking environment);
- Excellent communication and presentation skills;
- Strong organisational skills;
- Strong skills in conflict resolution and mediation;
- Strong dedication to the values of diversity, equality, human rights, feminism, tolerance and non-violence;
- Ability to work under stressful and unpredictable conditions;
- Ability to work long hours

Extraordinary requirements:

In case a person who accepts the role of the Capacity Building Manager does not have residence in Belgrade, the relocation costs may be covered by ERA, depending on specific circumstances of the applicant and budget availability.

Working conditions:

The working week consists of 5 working days and total of 40 working hours a week, usually Monday to Friday, from 09:00 am to 17:00 pm. The position requires extra working hours on frequent basis, flexible office hours, and frequent travel within Western Balkans and Turkey region, with occasional travel to other world regions (European Union, United States of America, etc.).

Equal treatment and non---discrimination statement: ERA – LGBTI Equal Rights Association for Western Balkans and Turkey actively encourages and promotes equal treatment and non-discrimination in all its policies, including employment policies and practices. ERA is dedicated in its efforts to oppose any type of direct and indirect discrimination based on the grounds of gender, sexual orientation, gender identity or expression, sex characteristics, marital status, age, ethnic and national origin, religion, race, creed, colour, HIV status or any other ground. ERA acknowledges the existence of widespread homophobia, biphobia, transphobia and discrimination of LGBTI persons which are preventing equal access and treatment of LGBTI persons in the labour market, and applies affirmative measures in the case of equal qualifications of the candidates by giving precedence to LGBTI persons and persons of less represented gender.