



Type of work: Full time
Status: Just opened
Release Date: 01.02.2022
Location: Sarajevo
Duration: 18.02.2022
Information about the organization: Help - Hilfe zur Selbsthilfe e.V.
Kolodvorska 10, Sarajevo, 71000
Website: www.help.org.ba

The Organization Help - Hilfe zur Selbsthilfe e.V. is a German NGO operating in BiH for more than 25 years. Help is seeking one qualified national candidate to fill the position of Grant Officer. The position is based in the Help Sarajevo Office but involve frequent travel throughout BiH. Grant Officer will be involved in the following tasks, under direct supervision of the Project Manager:

GRANT OFFICER

Grant Officer will be involved in the following tasks, under direct supervision of the Project Manager:

- Socio-economic assessment of applicants for small business start-up grants
- Monitoring, supervision and guidance for up to 40 individual small start-up businesses
- Representing Help and maintaining good working relationships with municipal authorities and other stakeholders
- Assistance to Project Manager with procurement, collection/dissemination of information and other project related activities.

Qualifications:

- Understanding of socio-economic environment in BiH
- Excellent communication and negotiation skills
- Good working knowledge of English
- At least 3 years of relevant experience working on or directly involved in local/regional development processes at the municipal/cantonal level in BiH
- University degree in public administration, economics, law, political sciences, social sciences or related field is an asset
- Possession of own vehicle and willingness to use it for work purposes (with reimbursement)
- Computer skills (MS Office, Internet)
- Good organisational skills and flexible attitude
- Experience in NGO sector would be an asset.

Help offers an initial 10-month employment contract with the possibility of extension and will provide training and introduction to the programme. Applications (CV, cover letter, references) should be submitted by e-mail to: help.bosnia@help.org.ba or address: Kolodvorska 10, 71000 Sarajevo

Application deadline: 18.02.2022. at 16h
Please note that only short listed candidates will be contacted.