



International project
Belarus Beehive “Supporting civil society as a key driver of democratic transformation of Belarus”

announces recruitment for the vacancies for the staff positions

Position Title: Middle Grant Manager

Location: Vilnius

Duration: 15 months

Workload: 100%

Indicative starting date: April 2025

Deadline for submissions: reviewed on a rolling basis – 30 March 2025 as final deadline

Description of the position:

Works closely with the Senior Grant Manager and provides all possible assistance to effectively support the activities of Belarusian civil society organisations by funding their activities through sub-grants.

The Middle Grant Manager supports the implementation of sub-grants provided by the Beehive project and assists the Senior Grant Manager in launching and monitoring the implementation of sub-grants.

Key responsibilities

- Advises applicants on the terms of the call and answers questions about filling out applications;
- Helps Senior Grant Manager to collect applications and checks them for compliance with formal criteria;
- Interacts with applicants, informs them about the status of the application;
- Assists in contracting procedures;
- Advises subgrantees on the implementation of activities, their extension and changes proposed;
- Assists in solving complex issues that may arise;
- Receives and transmits information related to the implementation of projects, as well as the status of reporting of sub-grantors;

- Assists subgrantees in preparing reports, checks them for the compliance of formal criteria;
- Liaises with monitoring specialists.

Required Skills and Experience

- Bachelor or Master's degree in a related field
- Minimum two years of experience project management or in re-granting
- Good knowledge of the operational environment in Belarus, including specifics of enhancing civil society development in fragile contexts, working with civil society organizations and activists in exile and in the country. Excellent understanding of safety and security requirements in designing and implementing activities
- Fluency in Belarusian and English

Offered remuneration

Indicative salary per month can be up to 2200 euro (gross amount) depending on experience.

Application procedure

If you are interested in the role, please send your CV and motivation letter (in English) to lot1@belarusbeehive.eu with the reference: "Middle Grant Manager". The Cover Letter must address how your skills and previous/current professional experience match the duties and responsibilities set out for this role.

Please include the contact details of two references that will be available to provide information about your professional experience in case you are shortlisted for an interview.

Only candidates selected for an interview will be contacted.

Applications will be reviewed on a rolling basis, so we strongly advise you to submit your application as soon as possible. The final deadline for submission is 30 March 2025.