



**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:** Capacity Building Coordinator

**Location:** Vilnius

**Duration:** 14 months

**Workload:** 35%, with the possibility of being extended to 50%.

**Indicative starting date:** June 2025

**Deadline for submissions:** reviewed on a rolling basis – 25 May 2025 as final deadline

**Description of the position**

The primary responsibility of this role is to oversee and coordinate the capacity-building initiatives for Belarusian Civil Society Organizations.

**Key responsibilities**

- Coordinated activities for capacity building for CSO online (via e-platform) and offline
- Working with organizations working on development and planning to apply for OD grants
- Mentor support coordination work: Managing and expanding the pool of experts, creating and managing a database of potential mentors with their expertise, availability, and contact details. Selecting suitable experts for collaboration and conducting monitoring, based on the needs of CSOs, match them with suitable mentors
- Advising applicants on competition regulations and document preparation (if necessary)
- Consultations organisations

- Acceleration program and events planning, organising workshops, seminars, and training sessions. This involves logistics, securing venues, coordinating with trainers, etc.
- Implementing established methodologies tailored for enhancing the capabilities of CSOs
- Preparing relevant monthly and quarterly reports
- Coordination of FSTP monitoring activities

### **Required Skills and Experience**

- Bachelor or Master's degree in humanities or management
- Minimum two years of experience in capacity building
- General knowledge about the political, economic, and social situation in Belarus
- Experience in project Planning, Monitoring and Evaluation (PME)
- Proven skills in bookkeeping, logistics, and administration
- Knowledge of financial management software
- Good communication skills (oral and written)
- Fluency in Belarusian and English

### **Offered remuneration**

1120 EUR per month (gross amount) for 35% workload

### **Application procedure**

- Send your CV and Motivation Letter (in English) to [director@belarusbeehive.eu](mailto:director@belarusbeehive.eu) with reference "Capacity Building Coordinator".
- Cover Letter must explain how your skills match the duties and responsibilities.
- Include contact details of two references.
- Only shortlisted candidates will be contacted.
- Applications will be reviewed on a rolling basis. Final deadline: 25 May 2025.