Terms of Reference

Position Title: Grant Manager

Project Title: Heritage is Our Brand

Location: Tirana/Albania

Contract Type: Full-Time / duration 18 months)

Start Date: May 5th, 2025

Background of the Project:

Albania's intangible heritage, including traditions, rituals, and language, is vital for cultural continuity and the education of future generations. As Albania moves toward EU membership, it must present its heritage authentically, in line with the EU's motto "United in Diversity."

However, modernization and digital influences pose a threat to oral traditions and national identity.

To address this, DMO Albania organisation in partnership with EU Policy Hub are implementing the project "Heritage is Our Brand" (2025–2027), funded by the European Union. The project aims to preserve and promote intangible heritage through storytelling, artistic creation, education, and local partnerships. The project is funded by the European Union and will run from January 2025 to January 2027. It includes multiple components such as research, small grants to artists and cultural organisations, National Forum, Competition with schools, awareness raising campaigns with youth related to preservation of intangible heritage in Albania.

Purpose of the Role:

In the framework of the Heritage is our Brand Project, EU Policy Hub (as partner in the project) is looking for a Grant Manager that will manage the subgrants scheme under the *B.L 6.1 Support of initiatives for visualisation of the intangible stories*. The grant manager will be in charge for developing grant program guidelines, rules and procedure according to EU standards, outreaching activities to present the grant program calls, monitoring grants implementation, following the public procurement rules, timely addressing issues in grants implementation, support to organizing project and grant beneficiaries' activities (i.e. info days), support to grant beneficiaries in grants implementation and financial management.

Key Responsibilities:

Grant Oversight & Administration

- Manage the full grant cycle: call for proposals, the information sessions, review, selection, contracting disbursement and close-out.
- Ensure grant agreements are compliant with donor and organizational requirements.
- Maintain an accurate and up-to-date grants database.
- Monitor grantee compliance with reporting, financial, and operational requirements.
- Support grantees in understanding and adhering to compliance standards.
- Monitoring and Evaluation of subgrants.
- Collaborate with Project Team to track grant performance indicators.
- Ensure timely submission and quality of narrative and financial reports from grantees.
- Document lessons learned and share best practices across the project.
- Provide technical assistance to grantees on grant management and financial management, and reporting.
- Develop or adapt tools and templates for use by grantees.
- Reports directly to the Project Coordinator and Project Manager; prepares internal reports for **DMO Albania, EU Policy Hub** and donor related to grants.
- Coordinate closely with Project team on subgrants activities.
- Represent the grants portfolio in internal and external meetings as required.

Qualifications & Experience:

- Master's degrees in Economy, International relations, public administration, social sciences or related fields.
- Minimum 3 years of experience in grant management, preferably in cultural heritage, or community-based projects.
- Proven knowledge of EU donor regulations.
- Strong financial reporting, and project management skills.
- Experience working with cultural organizations, associations and civil society organisations
- Excellent written and verbal communication skills.

Skills & Competencies:

- Detail-oriented with strong analytical skills.
- Strong interpersonal and cross-cultural communication skills.
- Ability to manage multiple priorities under tight deadlines.
- Proficiency in grant management and Microsoft Office tools.
- Commitment to equity, inclusion, and community empowerment.

Deliverables:

- A fully implemented grant cycle management system.

- Monthly and quarterly reports on grant activities and risks.
- Documentation of grant performance and impact.
- Capacity building plans and reports for grantees.
- Organisation of the info sessions for the subgrant scheme.

How to apply?

Email Your Application: Send your resume, 1 letter of reference and cover letter to info@eupolicyhub.eu Please include the position title in the subject line of your email. The deadline for email applications is **April 25th , 2025.**