

Vacant position: Full-time Vilnius-based Programme Officer for Women's NGO cooperation and Local Policymaking in Belarus

Commence: as soon as possible

Contract duration: 3 years with possibility of extension

We are looking for a team member who is experienced in project management, knowledgeable about gender mainstreaming and interested in trends of civil and political society of Eastern Partnership countries, specifically in Belarus. This is a position for a self-driven and determined person who knows the specifics of NGO's work and the role the NGOs play in civil society and advocacy. We are looking for the person who shares values of SILC with regards to liberal democracy and human rights. The new SILC Vilnius team member should be pro-active, communicative, responsible person who is comfortable working independently and in cooperation with other team members while exchanging knowledge, insights, working on other tasks. We place great importance on personal characteristics.

About SILC

Swedish International Liberal Centre (SILC) is a non-profit liberal foundation based in Stockholm (Sweden) that assists democracy development in various countries from Northern Africa to Latin America, from Eastern Neighbourhood to Caucasus Region. The goal of SILC programmes is to strengthen organisations and support individuals who are engaged in promotion of democracy and human rights. SILC Vilnius Office is entrusted to promote pro-democratic civic and political cooperation, policy development, free and fair elections, regional youth strengthening and women's empowerment in Belarus.

Duties and Responsibilities

In particular, the Programme Officer will:

- lead the overall implementation of the Belarus-based project (planning, coordination, budgeting, evaluation and monitoring, reporting, application writing) in close cooperation with Local partners
- provide guidance and support to Local partners on development of project strategies and activities
- organise and coordinate internal and external trainings, researches, international study visits
- liaise with Programme Officers within the organisation as well as with international partners and donors
- report to the SILC Vilnius Head of Office and Secretary General of SILC
- fulfil other administrative tasks

Experience and Knowledge

- University degree in a relevant field of study
- At least 4 years of documented progressive responsibility experience in project planning and implementation (thematic areas of gender equality, gender mainstreaming, active citizenship, civic education, democracy assistance are strongly preferred)
- Previous experience in events/trainings/seminars implementation, project development, management and coordination
- Understanding the working nature in a highly political environment

Languages and Technical Competences

- Fluency in Russian and English (oral and writing skills) is a prerequisite
- Fluency in Lithuanian would be an asset
- Good oral and written communication skills
- Advanced use of Microsoft Office applications
- Possession of all needed permissions to work and live in the Republic of Lithuania

We Offer

- Negotiable gross salary range from 1660 to 1850 Euro, depending on applicants' qualification and skills
- International, friendly, positive, cooperative and goal oriented colleagues; flexible working nature; interesting and meaningful projects; space for creativity and initiatives; six weeks of paid annual holidays; health incentives; annual performance and contract review.

Qualified candidates should submit an English CV, motivation letter (one page max), names and full contact information of two references to SILC Vilnius Head of Office at indre.andrejeve@silc.se stating "Programme Officer**" in the subject line.**

For questions about the position you may inquire at +370 613 96061

Application should be submitted not later than 17 February 2020

Only candidates selected for the interview will be contacted

SILC is an Equal Opportunity Employer and does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, marital status or any other characteristic protected by law