

Vacant position: Civil Society Programme Officer

Location: Vilnius, Lithuania

Application deadline: 21 September 2021

We are looking for a highly motivated and skilled team member to fill the position of the **Programme Officer** who will have day-to-day responsibilities in leading the project in **spheres of democracy assistance, civil society engagement, community building, NGO cooperation and networking**. The new SILC Vilnius team member should be interested in trends of civil and political society of Eastern Partnership countries, specifically in **Belarus**, and share values of SILC with regards to liberal **democracy, human rights and gender equality**. This is a position for an open-minded, pro-active, positive, and creative person. If you are self-driven, determined, and knowledgeable about civic engagement and in particular – community building, specifics of NGO's work, advocacy, and policymaking – come join us! We value responsibility and readiness to comfortably work independently and in close cooperation with other team members while exchanging knowledge, insights, and working on various tasks. We place great importance on personal characteristics, interpersonal skills, and cultural sensitivity.

About SILC: Swedish International Liberal Centre (SILC) is a non-profit liberal foundation based in Stockholm (Sweden) that assists processes of democratisation 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 (Lithuania) 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-related project (planning, coordination, budgeting, evaluation and monitoring, reporting, application writing) in close cooperation with local and international partners • track trends and emerging opportunities in civil society, conduct Belarusian political analysis and track political news • provide guidance and support to local partners on development of project strategies and activities • organise and coordinate internal and external trainings and workshops, researches, international study visits • liaise and cooperate 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, management and implementation (thematic areas of active citizenship, civic education, democracy assistance, community building, advocacy are strongly preferred) • documented experience of EC and/or other international donors funded projects implementation, management and reporting • 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 written and spoken **Russian and English** is a prerequisite • fluency in Lithuanian would be an asset • good oral and written communication skills • advanced use of Microsoft Office and Google applications • possession of all needed permissions to work and live in the Republic of Lithuania/the EU

We Offer: • full time Vilnius-based position • yearly contract with possibility of extension • negotiable gross salary from EUR 2100, 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 timely contract review • business phone, computer and office snacks go by default.

Qualified candidates' applications (all in English):

• **CV** • **motivation letter** • **two names of referees and their contact information**

shall be sent to info-vilnius@silc.se stating "Civil Society Programme Officer" in the subject line.

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

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.