



Balkan Civil Society
Development Network

Position	Project Coordinator
Responsible person	BCSDN Head of Policy and Advocacy / Executive Director
Role description:	Coordination and implementation of activities under BCSDN's Regional Civic Space Early Warning System & Response Mechanism , including monitoring and analysis of civic space developments, coordination with BCSDN members and project partners, stakeholder engagement, organisation of project activities, and project monitoring, documentation and reporting.
Special Conditions	Overtime (after working hours and weekends, in accordance with the employment contract); travelling within the country or abroad
Duration	Limited-term contract of 10 months , with a probation period of 2 months and a possibility for extension
Salary	EUR 900–1,100 NET per month , depending on experience and qualifications
Detailed Job Description	
1) Project Management, Coordination, and Reporting • Supports the planning, implementation and monitoring of project activities in line with the work plan, timeline and expected results; • Organises meetings, consultations, workshops and other project activities; • Tracks project progress, deliverables and indicators, and maintains documentation required for monitoring and donor reporting; • Contributes to final reporting, project evaluation and documentation of lessons learned.	
2) Research, Monitoring and Analysis • Monitors and analyses relevant national, regional, and EU developments related to civic space, civil society, democracy, rule of law and EU integration; • Collects and reviews information and evidence from BCSDN members and other relevant sources; • Supports mapping and analysis of stakeholders, institutional entry points, advocacy pathways and response mechanisms; • Contributes to the development, testing and refinement of project methodologies and operational tools.	



Balkan Civil Society
Development Network

3) Member, Partner and Stakeholder Coordination

- Coordinates inputs and follow-up with BCSDN members and project partners;
- Supports engagement with EU and international institutions, civil society, donors, experts and other relevant stakeholders;
- Prepares background materials for meetings, consultations and stakeholder engagement.

5) General Responsibilities

- Contributes to relevant BCSDN regional and Executive Office activities;
- Represents BCSDN at meetings and events when required;
- Supports implementation of activities under BCSDN's Annual Work Plan;
- Performs other related duties as required.

Criteria:

- A **B.A. degree in social sciences**, preferably in political science, international relations, European studies, law, public policy or another relevant field. An M.A. in a relevant field would be considered an asset.
- **At least 5 years of relevant professional experience** in the civil society sector.
- Demonstrated experience in **project management, implementation and monitoring**, including planning and tracking project activities, deliverables, timelines and results, as well as project documentation and reporting.
- Experience in **multi-partner and multi-stakeholder projects**, including cooperation with civil society, public institutions, international organisations, donors and/or EU stakeholders.
- Demonstrated experience in **research, monitoring and analysis**, including preparation of analytical or policy-oriented outputs.
- Experience in **organising project events and activities**, including meetings, workshops, consultations and stakeholder exchanges.
- Interest in and good knowledge of **civil society development, civic space, democracy, rule of law and EU integration**.
- Proficiency in **Macedonian and English**. Candidates proficient in Albanian are encouraged to apply; knowledge of Bosnian-Croatian-Serbian (BCS) and/or Turkish will be considered an asset.
- Excellent written communication and interpersonal skills and ability to communicate effectively with people from different backgrounds.
- Strong **organisational skills**, with the ability to manage multiple tasks and deadlines and work both independently and as part of a team.
- Proficiency in **MS Office Suite** (Word, Excel) and digital and AI tools for project management, research and collaborative work.
- Availability for occasional regional and international travel.

Deadline for application: 13 September (Sunday), 23:59 CET.