



The OHRID Institute for Economic Strategies and International Affairs is looking to enroll a person for the post **Grant Coordinator**.

**DUTIES AND RESPONSIBILITIES:**

Manage the daily operations and activities assigned by the Executive Director, ensuring efficient and effective operations and quality delivery. Provide assistance with grants management, preparation of budgets for grants; provide support for ongoing projects, execute financial constructions for the needs of the OHRID Institute. Research and preparation of project applications for the upcoming activities of the OHRID Institute.

**Requirements:**

- Background, preferably degree in economics, public administration, law or related areas
- Fluent in written and spoken English
- PC Literacy
- Team Player
- Ability to stay focused on results and work under pressure
- Experience in working with international donors will be an advantage
- Work experience in this field or in other similarly oriented post

Interested candidates should submit their CV and a motivation/cover letter (in Macedonian and English language) to: Dimitrije Tucovik 24, 1000 Skopje, or via e-mail: [info@oi.org.mk](mailto:info@oi.org.mk) no later than 25<sup>th</sup> of April 2008.

Only short listed candidates will be notified. No telephone calls please.

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Институт ОХРИД објавува оглас за горенаведената позиција.