
VACANCY

Grants manager – Women and Youth in Democracy (WYDE)

February 2023 – October 2026

Where and when: preferably Senegal (Dakar) starting ASAP

The EU-funded WYDE project aims to improve the enfranchisement, empowerment, and inclusion of youth in all levels of democratic participation at the national, regional and global scales. WYDE's three-pronged approach is informed by the need for youth engagement and inclusion not only at national level, but beyond and above it. Young people view politics not as bounded by borders but cutting across them, as waves of trans-border youth movements during the Arab Spring and Color Revolutions show well, while the most pressing challenges for youth –such as climate change, digitalization or the job market– bring a global and regional scope into national politics.

ALDA, building on its extensive experience in supporting local actors through Financial Support for Third Parties (FSTP), is leading the Transversal Cluster: Reinforcing the capacity of youth CSOs involved in democracy support (Target Group: Young citizens, Geographic Scope: Africa).

This cross-cutting cluster will consist of a funding mechanism that will function on a rolling basis, complemented with mentoring meetings and capacity building for youth organizations in terms of project development and project management.

As such, ALDA is recruiting a person who will be in charge of accompanying youth organizations in Africa to develop project proposals, and then to monitor the implementation and reporting of those projects.

ALDA - the European Association for Local Democracy, is dedicated to the promotion of good governance and citizen participation at the local level. ALDA implements activities that facilitate cooperation between local authorities and civil society. It was created in

1999 on the initiative of the Council of Europe to coordinate and support the network of Local Democracy Agencies, which are autonomous and locally registered NGOs acting as promoters of good governance and local autonomy. One of its Local Democracy Agencies is based in Kairouan, Tunisia. Today, ALDA is a key-actor in the field of local democracy, active citizenship and cooperation between local authorities and civil society in several European and non-European countries. For more information, please visit our website: www.alda-europe.eu

Main missions and responsibilities

Based in Senegal (preferably), the WYDE Grants manager will be in charge of these main missions:

- Accompany youth organizations or grassroot organizations working on youth in Africa in the project development phase, through coaching and mentoring meetings, both online and offline
- Regularly monitor the project implementation of the eventually contractualised projects, including administrative and financial support, and in general by coaching the participating organization whenever necessary, and maintain a mentoring relationship.

Under the supervision of the Project Coordinator, the Grants Managers will have the following responsibilities:

- Organization of informative sessions directed to youth organization in Africa to explain the funding procedures of the program
- Contribution to the selection of organizations who could benefit from the sub-granting scheme.
- Organization of coaching, capacity building and monitoring session directed to the beneficiaries of the sub-granting scheme, in order to assist them in the project development phase
- Development of a monitoring strategy to follow closely the implementation of

the sub granted projects, including the organization of mentoring meetings whenever necessary

- Contribution to the reporting of the sub-granted projects, by delivering appropriate training to the beneficiary organization.
- Organization (including logistics) of two international events across the four years of the project, aimed at gathering a selection of subgrantees, promote networking among them and exchange practices and experiences about their work and their subgrants

Required skills.

- Project development skills, in particular EU project development
- (More relevant) Strong project management skills, in particular EU project management, in terms of activities implementation and budget management
- proved experiences and capacity to coach and lead the grassroots organizations.
- Organizational skills
- Excellent interpersonal and communication skills
- Very good knowledge of the youth context in Africa and of key actors in international cooperation working on this topic.
- Mastery of basic IT tools, in particular the Office pack, internet, social networks

Transversals skills

- Strong interest in issues related to youth.
- Determination, motivation, and dynamism
- Spirit of initiative
- Ability to work both independently and in a team.
- Ability to adapt to different cultural environments.

Training and linguistic proficiency

- University degree in any field relevant to the position (international relations,

diplomacy, project development/management, etc.)

- Professional experience in any field relevant to the position
- Perfect command of both English and French - both written and spoken (any additional language, particularly Arabic or other languages widely spoken in the African continent, is a plus).

Duration of the contract:

The contract is meant to be stipulated for a duration of **1 year**, renewable, and it will include a probation period of 2 months. The contract may have a multi-year renewal, considering that the overall duration of the project is 4 years.

How to apply

Interested applicants should fill in the [following template](#) a Letter of Intent and Curriculum Vitae (CV) in English.

Applications must be received **on or before March 16th 2023**. Interviews will take place the following days and might be followed by a written test.

Please note that due to high number of applications, only shortlisted candidates will be contacted. Thank you for your understanding!