



Funded by
the European Union

EU4Youth



Terms of Reference — Grant Officer | IPA EU4Youth 2022

TERMS OF REFERENCE

Grant Officer

IPA EU4Youth Programme 2022

Reference: ACT-61341 / JAD.1030030

1. Background

The National Youth Agency of Albania (NYA) has received €1,500,000 from the European Union under the IPA EU4Youth 2022 Programme to support youth empowerment across the country. Through this funding, NYA is implementing a national grant scheme that will award sub-grants to between 31 and 38 civil society organisations working directly with young people aged 15 to 29, with the aim of reaching over 10,000 youth across Albania.

Funded organisations will implement projects across two thematic areas: youth civic participation, volunteering, and leadership on one hand, and inclusive sports, wellbeing, and recreation on the other. Activities will span awareness-raising campaigns, community events, youth-led civic actions, and school- and community-based sports initiatives, with a strong focus on inclusion — particularly for girls, youth with disabilities, and young people from minority and rural communities.

2. Objective of the Position

The Grant Officer will support the effective implementation of the EU4Youth grant scheme under

the supervision of the Project Manager and in close collaboration with the Project Coordinator and relevant NYA units. The role is responsible for the day-to-day management, monitoring, and reporting of grant-related activities, ensuring compliance with EU/IPA donor requirements and contributing to the successful achievement of project objectives.

3. Key Responsibilities

- Manage day-to-day grant implementation processes in accordance with project guidelines and donor regulations.
- Work closely with the Project Coordinator to ensure timely and coordinated delivery of grant activities.
- Liaise with relevant NYA units (finance, legal, communications) to ensure internal alignment and compliance throughout the grant cycle.
- Monitor financial and narrative reporting from sub-grantees and partners.



- Ensure compliance with IPA EU4Youth rules, procedures, and EU visibility requirements.
- Support the preparation of internal and external reports (technical and financial).
- Assist in organising grant-related activities such as calls for proposals, evaluations, and contract management.
- Maintain accurate documentation and filing systems for all grant-related materials.

4. Performance Objectives

The Grant Officer will be expected to achieve the following key results throughout the assignment:

- Timely submission and accuracy of grant monitoring reports.
- Complete and properly maintained grant documentation and records.
- Compliance reports aligned with donor standards and EU requirements.
- Effective contribution to the preparation of interim and final project reports.
- Smooth coordination and communication with sub-grantees, partners, and project team.

5. Duration of Assignment

This is a full-time staff position governed by Albanian labour legislation. The initial employment contract will be for a period of 24 months. Extension beyond the initial period is subject to satisfactory performance, as assessed through a formal performance review, and continued availability of project funding and need.

6. Qualifications and Experience

Required

- Master's degree in social sciences, communications sciences, economics, public administration, law, or a related field. A Bachelor's degree combined with at least 2 years of directly relevant experience will be considered equivalent.
- At least 2 years of demonstrated experience in grant management or project implementation.
- Strong organisational and analytical skills.
- Excellent written and spoken English and Albanian.
- Good knowledge of MS Office applications (Word, Excel, Outlook).

Advantageous

- Familiarity with EU-funded projects and IPA procedures.
- Experience working with public institutions or NGOs in an EU-funded context.



7. Equal Opportunities and Non-Discrimination

The National Youth Agency is committed to equal opportunities in employment. All candidates will be considered regardless of gender, age, disability, ethnic origin, religion, or any other protected characteristic, in accordance with the Albanian Labour Code (Law No. 7961/1995, as amended) and applicable EU principles. Applications from women and underrepresented groups are particularly encouraged.

8. Conflict of Interest

All shortlisted candidates will be required to complete and sign a Conflict of Interest Declaration prior to the written test phase. The selected candidate will be required to disclose any actual or potential conflict of interest at any point during their assignment and must act in accordance with the project's ethics and integrity policies.

9. Reporting Line

The Grant Officer will report directly to the Project Manager. For day-to-day operational matters, the Grant Officer will work in close coordination with the Project Coordinator and relevant NYA units.

10. Location

The position will be based in Tirana, Albania. Periodic travel within the country will be required for field monitoring visits, regional events, and stakeholder meetings. Travel costs incurred in the performance of official duties will be covered in accordance with NYA's internal policies and project budget provisions.

11. Application Procedure

Interested candidates must submit the following documents by email:

- Updated Curriculum Vitae (CV) in Europass format or equivalent, in English.
- Cover letter (maximum 1 page) outlining relevant experience and motivation, in English.
- Copy of highest academic degree/diploma.
- Proof of relevant work experience (e.g. reference letters, employment certificates, or equivalent).

Applications must be submitted to: info@rinia.gov.al

Application Deadline: 13 April 2026

Only complete applications received by the deadline will be considered. Applications submitted after the deadline or missing required documents will be declared ineligible at the B1 stage.



12. Evaluation Process

Applications will be evaluated by an independent Evaluation Committee in three successive phases. Candidates must meet the minimum threshold at each phase to proceed to the next. Only candidates scoring a total of at least 75 points will be considered for appointment.

Phase	Assessment Method	Criteria	Max Points
B1	Administrative & Eligibility (Dossier Review)	Completeness of application; proof of qualifications; proof of at least 3 years of relevant experience; copy of relevant degree; proof of EU-funded project experience	15
B2	Written Test	Knowledge of EU project management and IPA procedures; planning and coordination skills; understanding of grant management cycles; drafting and reporting proficiency; knowledge of monitoring and evaluation principles	60
B3	Interview	Leadership and coordination capacity; stakeholder management and communication skills; motivation and alignment with project objectives; ability to manage complex multi-actor environments; problem-solving under pressure	25
TOTAL			100

Candidates who do not meet the minimum qualifying score of 75 points in total will not be considered for appointment, regardless of their ranking relative to other candidates.

All members of the Evaluation Committee will sign a Conflict of Interest Declaration prior to the commencement of the evaluation process.