



FMI
YDF

Youth with Disabilities Forum Job announcement -ACTIVITY MANAGER-

Overview:

Youth with Disabilities Forum (YDF) is a non-profit civil society organization (CSO) that represents and advocates for the interest of persons with disabilities in several fields (education, employment, entrepreneurship, social policy, and discrimination issues), enabling improvement of the position of persons with disabilities (PWDs) and full respect of human rights in the wider society.

YDF is a leading CSO in Serbia in the field of improvement the position of PWDs at the labour market. Since 2005, YDF has been implemented more than 70 projects for strengthening the individual capacities of PWDs for employment, as well the activities that support private sector for inclusive employment. YDF is the only CSO in Serbia that has sustainable program for employment of PWDs, with continuous direct work with PWDs, as well as established Network of employers for employment of PWDs.

More information about our activities and achievements can be found on our web page www.fmi.rs.

We are expanding our team!

YDF is anticipating engagement in a new four-year program to improve the opportunities for employment of persons with disabilities, by:

- Improving skills of persons with disabilities for employment and entrepreneurship;
- providing support to private sector for effective employment of persons with disabilities;
- improving effects of existing policy frameworks and programs.

Through this program, YDF will partner with other civil society organizations, public institutions, and private sector, to create overall enabled environments that respond to inclusive economic development for PWDs.

Job description:

The Activity Manager will be responsible for day-to-day management and implementation of program activities and tasks. This will include ensuring effective program implementation

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(programmatic and administrative) and management of team members and coordination with activity partners. The Activity Manager will be engaged via a full time contract.

Essential Duties and Responsibilities:

- Planning and implementing the Program activities (work plan and activity development, implementation oversight etc.)
- Ensuring that the program activities fall within the applicable scope, budget and adopted plans
- Coordinating communication, engagement and work of partners and program participants within program activities
- Ensuring effective program management maintaining the delivery of appropriate technical, operational, financial, and administrative outputs
- Monitoring the performance compliance, and progress in delivering all designed tasks
- Managing relations with other partner organizations and their Activity managers, ensuring harmonized implementation of the joint activities
- Managing relations with any other supplier involved in the implementation of activity
- Managing day to day communication with program donor
- Maintaining comprehensive program documentation
- Providing up-to-date, accurate, meaningful reporting on activities status, resource capacity, and costs
- Coordinating the procurement and tracking quality of all deliverables for the program activities.

Location:

This position will be based in Belgrade, Serbia. Regular travel to areas outside Belgrade is required.

Qualifications:

- Bachelors university degree in social sciences, economy or similar fields
- 5+ years of relevant professional experience
- Experience in managing and implementing projects of similar size and complexity
- Capacity to coordinate with donors and key stakeholders in achieving objectives, including governments, civil society organizations, media, private sector, and educational institutions
- Excellent knowledge of English language, including written and oral skills
- Experience in working on projects related to economic empowerment, employment and/or marginalized groups will be considered an asset
- Familiarity and experience with USAID or other international donors programs and procedures will be considered an asset

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How to Apply?

For applying, please send CV (with references) and motivational letter in English, to email address office@fmi.rs quoting “Activity Manager” in the subject line.

Deadline for receiving applications is April 15th 2022.

Only short-listed candidates will be contacted.

Expected beginning of the engagement is about June 2022. Contact number for additional information is 011 32 20 632 or 064 400 78 39.

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