**Grant Expert/Project Manager (long term)**

**Location:** Tunis, Tunisia

**Start date:**  Mid-September to mid- October 2016

**Duration:** 30 to 36 months

**Salary**: Negociable

**Deadline**: Sunday 28 August, 2016

**The Programme**

The British Council, together with the European Union National Institutes for Culture (EUNIC), has launched an EU-funded programme to support the Government of Tunisia in its ongoing cultural reform programme. The ambition is to support the restructuring of the Tunisian cultural sector, in order to maximize its strategic potential as a vehicle for social, civic and economic development.

The programme aims to contribute to the consolidation of democracy and economic prosperity in Tunisia by seeking to make culture a powerful vector of social cohesion at the local, regional and national levels.

The purpose is to boost a local collaborative approach and to contribute to the emergence of a cultural and social ecosystem in which all stakeholders (citizens, civil society, private sector and public institutions) have their place and are involved, thereby contributing actively. A process of strengthening local capacities for cultural and social awareness raising, creativity, cultural management and cultural entrepreneurship will be initiated for this purpose.

The specific objectives of the programme, based in Tunis (Tunisia), aim to:

* Promote cultural diversity and access to culture in Tunisia, notably through significant subsidy of regional cultural initiatives, targeting in particular vulnerable populations such as women and young people;
* Support the freedom of expression and creation – particularly among the young – by means of innovative trans-sectorial projects, increased international exposure and knowledge-sharing.

The ambition is in line with the specific objectives of the programme of the British Council/EUNIC as set out in the EU’s programmatic document.

The programme will be based on a frame of grants to be allocated and to be implemented through a series of Call for Proposals launched during the duration of the programme, with a thematic and decentralized approach. The grant programmes will meet the needs of the independent Tunisian cultural sector, cultural operators, civil society at large, and individual artists. They will also provide support for the setup of new networks and the strengthening of existing initiatives or networks.

**The Role**

We are seeking a Grant Expert/Project Manager with significant experience in the setting up, managing and monitoring of grant-funded projects, particularly in civil society reinforcement, as well as professional experience in the Arab world – ideally Tunisia.

**Overall Tasks**

The grant manager will be responsible for the implementation, selection, technical appraisal, performance assessment and all day-to- day management of the allocated grants. The grants manager will work in close collaboration with the team leader, the communication manager and the financial manager.

Specific tasks involved are:

* Defining the thematic objectives of the Grants Calls for Proposals content in line with the programme
* Co-organising information and training workshops on the programme content and Call for Proposals targeting all relevant operators and stakeholders
* Organising the evaluation process (including budgets and log frames) and selection evaluation Committees
* Undertaking professional appraisal of all proposals
* Providing selection and funding recommendations
* Providing constructive feedback to all successful and unsuccessful applicants
* Finalizing and correcting selected proposals
* Issuing all grant agreements
* Checking, authorising and follow up payments of all grants
* Providing advice and guidance to all grant holders during project implementation
* Be responsible for all grants follow up progress reports and updates (monthly, annual and final)
* Providing advice and guidance to all relevant beneficiaries/grantees, partners and stakeholders
* Maintaining comprehensive data and financial records of all grants and applications, in collaboration with the financial manager.
* Providing the communication manager with all necessary and updated information.

**Skills :**

* Approx. 5 years’ experience of development cooperation in Tunisia, or in a similar political/cultural context
* At least 5 years’ grant/project management experience with EU (or equivalent donor) contracts aiming at capacity-building in the socio-cultural sector
* A strong understanding of organisations working on governance and transparency issues
* An experience in assessment, appraisal and programme management process, including quality control
* The ability to work with a team, especially in gender, ethnicity and diverse professional background
* Experience of undertaking appraisal of project proposals as part of a competitive application process
* Experience of managing grant funding schemes and a good understanding of performance assessment methodologies and practices.
* The ability to correspond clearly and affectively with a wide range of contacts
* Practical experience on working on the cultural sectors in the South Neighbourhood region in general and in Tunisia in particular
* A master’s degree in international development or an equivalent post graduate degree in a relevant field (social sciences, political sciences, social and cultural management,…)
* Budgeting and PCM skills
* Excellent written and spoken French and English; written and spoken Arabic is a plus
* A diplomatic, culturally-sensitive approach.

**Application**

If you are interested, please send your tailored CV in French or English to [International.Donors@britishcouncil.org](mailto:International.Donors@britishcouncil.org)

with the email subject “Tunisia Culture - Grants Manager”.

Please be aware that CVs will be pre-selected according to the criteria listed above and that we will only respond to successful applications and within the 10 working days of the application deadline.