

Job title: WoLeRE Project Component Grants Manager

Company: CARD Foundation

Location: Yerevan, Armenia

Duration: 3 years

Start date: ASAP

Term: Full term

Job description: CARD Foundation is looking for a project monitoring specialist who will work for “Rural Economic Development-New Economic Opportunities (RED-NEO)” project new component entitled “Women Leading Rural Entrepreneurships - WoLeRE” funded by USAID.

The RED-NEO WoLeRE component has the following two objectives:

- Women’s capacity and entry points for rural entrepreneurship enhanced.
- Stakeholders’ capacity and commitment to address insufficient policies, employment practices, cultural, and other barriers to advance women’s economic leadership/empowerment cultivated

Some of the expected activities to be conducted during within the frames of this project are:

- Conduct assessment to identify the gaps in technical and entrepreneurial knowledge and skills that impede women’s advancement as agripreneurs and their engagement in higher paid agriculture jobs.
- Design the plan of action and training programs and materials to address gaps in women’s technical and entrepreneurial knowledge and skills in agriculture.
- Conduct introductory training on agripreneurship for young women from rural communities and students of universities working in the sector.
- Conduct core (“soft”) skills training for youth in rural areas and women agripreneurs.
- Provide women agripreneurs with legal, accounting, mentoring and coaching services and develop mechanisms to sustain access to them beyond the activity lifetime.
- Conduct networking events to foster new partnerships and reinforce existing networks among women entrepreneurs, students, business associations, training institutions, and other entities.
- Partner with GOAM and CSOs involved in GBV prevention and response to raise awareness among women of safe spaces for women to share their experiences, express their concerns, and develop their own solutions.
- Raise awareness of women agripreneurs, female farmers, and local government officials on TIP and the worst forms of child labor and work place hazards and safety standards.
- Provide legal, psychosocial, and medical services to beneficiaries who become victims of GBV through allocating activity funds for emergency response to address unintended consequences of GBV.
- Conduct gender training for beneficiaries, national and local government officials to sensitize on gender issues, including GBV, and gendered stereotypes restricting women’s economic participation and leading to harmful attitudes and practices towards women across a range of economic sectors and industries.

Job responsibilities:

- Collect grant proposals from project beneficiaries, analyze, and make sure proposals meet program component requirements
- Shape final grant proposals and submit to grant approval committee
- Conduct procurements of materials and equipment under grants component
- Ensure proper document flow and filing of grants
- Grants closure and reporting to program Chief of Party (COP)

Required qualifications:

- Master's degree in Economics, International development or relevant professions
- Data analysis, illustration and presentation
- Good negotiation, communication and writing skills
- Fluency in English and Armenian, Russian fluency is a plus
- At least 3 years of experience in working at development projects

Application procedures: Interested applicants are requested to send their CVs to cardjobs@card.am indicating position title in the subject line.

Salary: Commensurate with experience

About company: CARD Foundation is an agriculture development organization implementing development projects in all subsectors of Agriculture through donor organizations' funds. For more information please visit card.am.