



REGIONAL GRANTS OFFICER (m/w/d)

Goethe-Institut Sarajevo (Bosnia and Herzegovina)

Finance and Administration

Regional Grants Officer

Start date: As soon as possible

Full-time position until 31 August 2026

Deadline: 31 March 2024

Please submit your application at: Bewerbungen-athen@goethe.de

Do you enjoy working with numbers? Are you looking for a new challenge? Would you like to join a diverse team? On behalf of the European Commission, the Goethe-Institut Athens is managing “Innovation. Media. Minds Program: Support to Public Service Journalism in the Western Balkans, together with its implementing partner Deutsche Welle Akademie. The project team works at different locations. For the position of the Regional Grants Officer, we are looking for a person that will work in Sarajevo, Bosnia and Herzegovina.

What to expect:

- Monitor grants for legal, financial, and program compliance, including but not limited to ensuring that grant requirements are correctly documented in the grant files and database.
- Monitor and document the grant making workflow processes, forms, templates, reports and data to assure full compliance with internal controls and legal requirements.
- Generate reports and data analysis for program and finance team as well as problem-solve complex grant scenarios; consult/liaise with finance and/or legal counsel and work with finance to generate reporting required for compliance and financial statement audits.
- Partnering with Regional Finance & Compliance Manager and Regional Grants and Mobilization Manager to ensure accurate and adequate paper and electronic document retention.
- System Administration: Manage implementation of GAP and other technology improvements, including development plans and timelines, testing and troubleshooting, documentation, and training. Administer the current and future grant making database system, including managing data hierarchy, data quality, data retrieval, and reporting, particularly with respect to compliance, and monitoring, evaluation, and learning.
- Implement and maintain protocols for testing and reconciling data accuracy and making timely and accurate database changes.
- Grant Monitoring and Evaluation Responsibilities: Improve how staff capture, access, and use grant making information to enhance programmatic and operational decision-making; produce accurate reports of grant making results, enhance grantee/grant seeker relationships, and enable learning; enhance supporting systems and tools.
- Internal Responsibilities: Maintain filing systems for the Goethe Institut’s paper and electronic records, participate in weekly Program Team meetings, including provision of work-related updates. collaborate with Program Team, Finance Team, and Administrative Team as needed.
- Other tasks as required.

Required Qualifications

- Higher education degree relevant to the position;
- Full working proficiency in English and in a local language spoken in one of the Western Balkan countries;
- Good knowledge of the German language is an asset.

Role specific knowledge and skills

- Minimum of 3 years of professional work experience, with at least 2 years of relevant professional experience;
- Data management experience, familiarity with data systems and business processes, financial or business analysis skills as well as experience in Monitoring & Evaluation;
- Experience coordinating large scale projects;
- Exceptional communication skills, negotiations, and presentation skills;
- Proficiency in Microsoft Office 365, especially with Excel;
- Ability to multitask and work independently and collaboratively to meet weekly, monthly, and quarterly deadlines;
- Professional, flexible, and a can-do attitude;
- Knowledge of project implementation in the Western Balkan region;
- Good interpersonal skills, including time management and ability to meet deadlines and work under pressure.

Desirable:

- Experience of working in the context of media development;
- Existing networks with key stakeholders in the Western Balkans media sector, including Public Service Broadcasters.

What we offer

- An attractive holiday package;
- A dynamic and motivated work environment;
- The Goethe-Institut is an equal opportunities employer and supports inclusion. Disabled applicants who meet the essential criteria, will be treated with preference.
- By submitting your application documents, you agree to the storage of your personal data (according to Art. 4 No. 1 GDPR) for the duration of the application process.
- The candidate will need to hold work permit of the respective position location. The Goethe-Institut will not be able to sponsor a work visa to work.

The Goethe-Institut stands for the diversity of all employees. We welcome applications from all interested parties, regardless of their cultural and social background, age, religion, gender, ideology, disability, and sexual identity. In the case of equal suitability and qualifications, applications from people with severe disabilities will be given preferential consideration.