

Civil Society Capacity Building Manager

Location: [Europe & the Middle East] [Georgia]

Town/City: Tbilisi

Category: Health

Job Type: Fixed term, Full-time

Civil Society Capacity Building Manager

*** Please note that this position is contingent upon funding and donor approval.**

*** Please submit your CV in English.**

LOCATION

Tbilisi, Georgia

DURATION

August 1, 2021 – July 31, 2026

PURPOSE OF THE POSITION

Civil Society Capacity Building Manager will lead capacity building component in the area of civil society within the frameworks of the upcoming USAID funded Civil Society Engagement Activity in Georgia. The overall goal of the Civil Society Engagement Activity is to increase citizen engagement, awareness and participation in civic actions and democratic processes. The Activity will strengthen the capacity and collaboration of a diverse range of civic actors, including formal and informal civil society organizations, civic movements and civic-minded individuals. Specifically, the it will enhance the capacity of formal and informal civic entities working at the local, regional and national level to address citizen identified issues, thereby building their legitimacy and influence; foster greater trust, connectivity and collaboration between newly emerging grassroots groups and their national and regional level counterparts; and, enhance the

long term self-reliance of the civil society sector by developing an ecosystem for sustainability.

The main purpose of the Civil Society Capacity Building Manager role is to design, implement and lead the communities learning process aiming at to develop an empowered civil society that influences policies, engages in advocacy, holds the government accountable for the delivery of vital services and fosters social integration and cohesion. S/he will focus on supporting a core group of civil society groups by facilitating overall training activities and improving their financial and technical capacities.

MAJOR RESPONSIBILITIES

Development and leading Civil Society capacity Building

- Provide technical leadership and facilitate the process of developing capacity building approaches and modules ensuring that WV's ministry goals as well as donors sector strategies are met; Work with programme and GAM Leads to utilize evidence from technical approaches/experiences to influence internal and external stakeholders;
- Develop in collaboration with other functions within the frames of the Activity the guidance, capacity building materials and training programmes that are adaptable and relevant to community;
- Provide technical expertise to grant staff and stakeholders, including needs assessments, program design, start-up, phase-in, phase-out, communications, reporting, monitoring and evaluation activities and ad-hoc needs
- Support field staff in building community capacity in line with the Activity designs and overall framework of community development approaches and modules;
- Analyze training and mentoring needs for Capacity building and prepare content, material, organize and conduct training, workshops and/or mentoring activities;
- Co-ordinate and oversee the work of the all staff on filed level and external consultants involved in the Capacity-Building;

- Lead, participate in, or facilitate assessments, surveys or evaluations as necessary for risk management, standards setting, policy formation and program development, and achievement of programme objectives;
- Identify and communicate program quality concerns early to ensure swift resolution; escalate program quality concerns appropriately to CoP and other key stakeholders

Staff capacity building and Support to Program Quality

- Identify staff capacity building needs and provide training accordingly;
- Provide capacity building training for staff of WVG on participative models/techniques for assessing, designing, monitoring and evaluating community based initiatives;
- Develop a starters/orientation capacity building training program for all staff on development models, techniques and good practices.

Partnership and Representation

- Participate in or lead NGOs technical or sector specific working groups at national and regional levels to influence national government and donor development strategies;
- In Coordination with direct manager, represent WVG at national and international networks of different actors in the field of development, to foster learning and partnerships.

REQUIRED QUALIFICATIONS

The following knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training:

Education:

- Bachelor's degree in Political Science, intentional development, or other relevant field is

required; Master`s degree is preferred

Knowledge & Skills - Essential:

- Thorough knowledge and understanding of civil society development issues in Georgia
- Demonstrated ability and capacity to analyze training and mentoring needs and to prepare, organize and conduct training, workshops and/or mentoring activities
- Strong communication and presentation skills, particularly advanced writing skills, report writing skills for a variety of stakeholders
- Strong interpersonal skills
- Strong workshop facilitation skills
- Strong networking skills
- Ability to build relationships cross-culturally
- Ability to multi-task
- Fluent verbal and written communication skills in English and Georgia
- Strong design, monitoring and evaluation skills preferred

Experience - Essential:

- 7 years of experience in managing and implementing capacity building activities for civil society organizations in Europe and Eurasia
- Experience in adapting capacity building to the fluid environment to meet emerging opportunities and needs

- Strong prior experience in locally led development approaches such as constituency engagement, co-creation, and adaptive management practices.

Work Environment:

Be prepared to travel to implementation sites and regional, global meetings as required