

Description of FMO's Organisational Structure and Related JPs Posts 2025-2026

- **Communication Unit (1 position)**
- **Compliance and Administration Department**
 - **Legal Affairs Unit (1 position)**
 - **Finance and Control Unit (1 position)**
- **Country and Programmes Department**
 - **Results and Evaluations Unit (1 position)**
 - **Funds and Horizontal Concerns Unit**
 - **Civil Society (1 position)**
 - **Roma inclusion (1 position)**
- **Country and Bilateral Cooperation Unit (2 positions)**

All 8 FMO positions are based in Brussels for a period of 11,5 months (1/09/2025-15/08/2026).

What type of work can you expect to do? The content of the job largely depends on the department you are assigned to. You may, for example, work in the field of communication, law or with specific sectors.

Typical tasks include:

- assisting on programme management
- coordinating events
- drafting minutes, information material and reports
- document management in the online documentation and reporting system
- assessing and communicating progress and results using indicators, statistics and other information

Specific positions and tasks:

Communication Unit

The **Communication JP** provides support in a broad range of communication activities. Key tasks include:

- Creating visual content such as videos, designs and infographics
- Drafting content for our social media channels and for the Grant's website (www.eeagrants.org)
- Assist in monitoring and maintaining the EEA and Norway Grants' media library and the eeagrants.org website
- Assisting with the organisation of events and workshops
- Monitoring the FMO's main inbox, ensuring timely and appropriate responses to incoming inquiries

Compliance and Administration Department

Legal Affairs Unit

The **Legal Affairs JP** supports the Unit on a broad range of legal issues surrounding the management of the grants.

Key tasks include:

- Resolving problems encountered during appraisal and implementation of programmes and projects
- Providing legal support to stakeholders on multiple legal issues as well as interpretation of the broader legal framework governing the grants

Finance and Control Unit

The **Finance & Control JP** works in close relationship with the finance and control officers and provides support and assistance to the team. Key tasks include:

- Supporting the finance and control officers in their day-to-day tasks including financial planning, monitoring and reporting of programmes or administrative budget
- Preparing and reviewing financial reports, procedures, overviews and statistical information for internal or external stakeholders
- Working with the grants and documentation management systems, focussing on financial aspects
- Supporting the finance and control team in designing and facilitating training workshops in beneficiary states
- Communicating with key stakeholders on finance and control matters
- Contributing to accounting, forecasting, budgeting and payment review tasks

The position might include occasional travels to Beneficiary States.

Country and Programmes Department

Results and Evaluations Unit

The **R&E JP** works on:

- Preparation of internal and external trainings and workshops (development of curriculum, material and methodology, and delivery of some sessions);
- Concept note development: conducting research and analysis on key challenges/issues and stakeholders; and gathering and analysing relevant data from 2014-2021 FMs (results, lessons learned, good practices);
- ‘Testing’ FMO templates for 2021-2028 FMs and developing mock-ups/examples and annotated versions to guide POs/FOs on their use;
- Continually updating and refining the key methodological guidance on Results based management and reporting;
- Testing new R&E dashboards and workflows in GrACE.

Who are we looking for:

We are on the lookout for motivated and talented junior professionals to join our team. This role is perfect for recent graduates who are eager to make a meaningful impact in the field of grants management, particularly with a focus on results-based management.

We are seeking individuals who meet the following criteria:

- **Educational Background**
 - Recent graduates with a degree in fields such as Public Administration, Business Management, International Development, Economics, or related disciplines.
 - Coursework or certifications in grants management or results-based management are a plus.
- **Passion for Results-Based Management**
 - A strong interest in understanding and applying results-based management principles to achieve tangible outcomes in grants management processes.
 - Demonstrated ability to think critically, track progress, and analyze the results of programmes.
- **Skills and Competencies**
 - Analytical Thinking: Ability to assess data and information to guide decision-making.
 - Organizational Skills: Strong attention to detail and an ability to manage multiple tasks effectively.
 - Communication Skills: Excellent verbal and written communication skills for engaging with stakeholders, drafting reports, and presenting results.
 - Team Player: Collaborative mindset with a willingness to work in diverse, dynamic teams.

- Tech Savvy: Familiarity with grants management software, data analysis tools, or advanced Excel skills is highly desirable.
- **Mindset and Values**
 - Eager to learn and grow in a professional environment.
 - Commitment to accountability, transparency, and delivering high-quality results.
 - Proactive and solution-oriented, with the ability to adapt to evolving challenges.
- **Experience**
 - While prior work experience in grants management is not mandatory, internships, volunteer work, or projects involving program evaluation, financial analysis, or donor reporting will be advantageous.

Why Join Us?

- As a junior professional in our team, you will gain:
- Hands-on experience in managing and evaluating grants with a focus on achieving measurable results.
- Mentorship from seasoned professionals dedicated to your growth and development.
- Opportunities to contribute to impactful initiatives that drive positive change

Funds and Horizontal Concerns Unit

There are two (2) JP positions, please specify your preference when applying.

1. Civil Society JP

Supporting civil society is a key priority for the EEA and Norway Grants. Through the EEA Civil Society Fund, we provide more than 300 million € to the sector in the beneficiary countries. The objective of the Civil Society Fund is to support a vibrant and resilient civil society protecting and promoting democracy, the rule of law and human rights.

The programmes address a wide range of issues, from strengthening the role of civil society organisations as advocates of human rights, to supporting civil society organisations that promote the rights of people in marginalized situations and increase citizens' involvement in policy and decision-making processes. In a context of reduced national and international support to civil society, the EEA and Norway Grants play a critical role in building the capacity of the sector. The following areas of support are covered by the programmes:

- Democratic values, civic engagement, information integrity, and media literacy
- Civil society participation in democratic processes
- Human rights, anti-discrimination, and social justice
- Gender equality, including sexual and reproductive health and rights, and LGBTIQ+ rights
- Climate action, environmental protection, and a just green transition
- Organisational development and an enabling environment for civil society

Who are we looking for?

Preference will be given to recent graduates with strong interest in civil society, democracy, human rights and social justice. Successful candidates will have experience in volunteering for civic or social causes or working with a civil society organisation. Experience with a beneficiary country is considered an asset, but not a requirement.

The position is open for nationals of the EEA EFTA States (Iceland, Liechtenstein and Norway) and nationals of the member states of the European Union.

Key tasks include:

- Supporting day-to-day programme management tasks related to the implementation of the Civil Society Fund
- Providing support for the finalization of programme development in beneficiary states, based on specific needs.
- Reviewing programme reports and project level information
- Extracting data, preparing overviews and carrying out analysis in the area of civil society
- Managing an online community platform for Fund Operators of the Civil Society Fund
- Support the Communications Unit with proposing and preparing content for social media.
- Supporting administrative tasks, including organizing and participating in internal meetings and external events, drafting minutes and maintaining contact lists
- Working with the online grants management system and document archiving

2. Roma Inclusion JP

Roma inclusion and empowerment is a cross-cutting priority of the EEA and Norway Grants. Through dedicated programmes and projects, the Grants support countries in achieving their targets on Roma inclusion and the implementation of their national Roma inclusion strategies.

The Grants support activities in the areas of education, employment, housing, healthcare, and efforts combatting discrimination. Issues are addressed with a broad and comprehensive approach, and Roma are targeted in an explicit but not exclusive way. Involving the Roma community in meaningful ways is essential in achieving this. Special focus is placed on countries with large Roma populations – Bulgaria, Czechia, Greece, Hungary, Romania and Slovakia.

Who are we looking for?

The preference will be given to the candidates, recent graduates (minimum bachelor's degree required, master's degree is considered an asset) with a strong interest in Roma inclusion and empowerment, human rights and supporting groups in vulnerable situations.

The position is open for nationals of the EEA EFTA States (Iceland, Liechtenstein and Norway) and nationals of the member states of the European Union. Priority will be given to candidates of self-declared Roma/Sinti/Traveller origin.

Key tasks include:

- Supporting day-to-day programme management tasks related to the implementation of the programmes relevant for Roma inclusion, including monitoring and follow-up on financial allocations and Roma-related indicators
- Reviewing programme reports and project level information
- Extracting data, preparing overviews and carrying out analysis in the area of Roma inclusion and empowerment
- Supporting administrative tasks, including participation in internal meetings and external events, drafting minutes and maintaining contact lists
- Working with the online grants management system and document archiving

Country and Bilateral Cooperation Unit

There are two (2) JPs positions, the **Country and Bilateral Cooperation JPs** will work within the team in charge of the day-to-day contacts with the Donor States and the Beneficiary States as well as the coordination of the work to strengthen bilateral relations.

Key tasks include:

- Preparing annual meetings and assisting in informal and formal communication between Donor States and Beneficiary States
- Assisting in follow-up of the country portfolios and surveying the political, economic and social development in the Beneficiary States as well as relevant EU development policies
- Assisting in follow-up of initiatives for bilateral cooperation between public and private partners in the Donor and Beneficiary States
- Analysing and reporting of information and working with the online documentation and reporting system
- Supporting administrative tasks, including coordination and participation in internal meetings and external events and drafting minutes