

Project Manager

Offer description

International Project Coordinator

The professional selected will be integrated in the Education and Culture for Development Department of Misiones Salesianas in Madrid (other locations to be taken into account). The Project Coordinator will lead the tendering, writing and execution of local, national and european calls.

General Functions

- Participation in the design and planning of all documents of the Project; Financial Plan, Communication Plan, Gran Agreement with Authority, Memorandum of Understanding with partners, among others.
- Identify and make the necessary resume for the coordination members of new calls and opportunities. Make the necessary arrangements to participate in the call.
- Management of the institutional documentation of the organization of the posible consortiums.
- Organize and mediate the coordination meetings with the posible partners.
- Support for other needs that may arise from the partners.
- Participate in the design and execution of activities of the Project if necessary or required by the Project.
- Coordinate with the Financial Coordinator to comply with the Project requirements.
- Manage the implementation, monitoring and justification of the Project.
- Compile the sources of verification and tools for monitoring, evaluation and measurement of the indicators of the project and / or assigned activities.
- Prepare the mandatory monitoring reports and final reports in accordance with the regulations of the donor.
- Hold the necessary meetings for the management of the projects and their activities with different agents involved
- Help Design and elaborate the necessary educational materials within the framework of the assigned projects
- Provide technical assistance to the board of Project Managers of the Project.
- Support in the logistical aspects of all those activities related to the Project.
- Monitoring the dissemination of news about the project on the Web and on social networks
- Other functions related.

Required profile

- University Studies with a Master's level in social sciences, pedagogy, psychology or similar. Other valuable studies are accepted if experience in the required field is demonstrated (Mandatory).
- Specialization in training or Studies in the following: Global Citizenship Education, Conflict Studies and Human Rights, and Gender Studies, among others to be valued (Mandatory).
- At least 3 years of experience in the field of Project Coordination of education projects, especially on the international level (Mandatory).
- Demonstrable experience of at least 3 years of experience coordinating European Projects and dealing with different international partners and donors (Mandatory).
- Proven working knowledge on European funds such as Erasmus+, CERV, CREA, H2020, AMIF, LIFE, Europeaid, among others. Proven daily use of European platform and Work Documents (Mandatory).
- At least English level C1 (Mandatory).
- Organization, planning and management capacity.
- Capacity for initiative, relationship and teamwork.
- Availability to international travel

It will be valued

- Master and / or courses in Gender Studies
- Official project management certificate
- Proficiency in other languages such as French.
- Knowledge of Google DRIVE mail and storage system
- Knowledge of pedagogical innovation tools or methodologies

Working conditions

- Place of work: Education and Culture for Development Department Office at Calle Ferraz 81 in Madrid.
- Availability to travel at National and International places. Own a personal car.
- Type of contract and duration: Contract 35 hours per week, from April with a trial period
- Incorporation date: April-May 2022
- Salary: to be agreed with the organization (21000-24000 euros)

Presentation of candidatures

Deadline: before April 1, 2022

To be sent: Cover letter, motivations and curriculum vitae to the email: seleccion@jovenesydesarrollo.org (indicate: for the position of International Project Coordinator)

Selection process

The pre-selected people will be summoned for a first online interview between April 4 and 8, 2022, and those who pass this pre-selection will be summoned to a second face-to-face interview in Madrid to be agreed according to availability.

People who are not called to the first interview should be considered NOT Selected, so personal notification will not be necessary.