



EU PROJECT MANAGER

EVTA – The European Vocational Training Association is a network organisation representing VET providers across Europe. Established in 1998, the association is the result of the cooperation of Euroqualification, a project launched in 1993 aimed to build a European platform for joint design, mutual recognition of professional qualifications, development of training curricula in line with the need of companies and labour market, geographical mobility of students. During the years, EVTA evolved into an important stakeholder in the field of VET and human capital development, participating in various cooperation and concertation tables, providing support to its member organizations and ensuring that their needs and expectations are fulfilled. Members of the EVTA network are public and private VET providers and companies acting at international, national and regional level.

The Project Manager will work under the supervision of the Executive & Development Manager with a full-time employment contract under the Belgian law. The selected candidate will be required to start within the first two weeks of March 2020. This position requires traveling within Europe several times a year.

RESPONSIBILITIES

Project management:

- Assist and/or carry out the implementation of EU funded projects (especially Erasmus+ projects)
- Support, manage and organize activities linked to the implementation of projects under the responsibility of EVTA, with special attention to quality deliverables as defined by the projects
- Arranging documentation for the reporting of all the activities and deliverables for EVTA (narrative and administrative/financial)
- General Project management (overview, communications, documentation, reporting etc.)
- Organisation of meetings and trainings (logistics, supporting and supervising content development and implementation)
- Communication and cooperation with partners (other NGOs, European institutions) and follow up of the project activities
- Establish and maintain good relationships with existing and potential members

Other tasks:

- Communication & Events: Support EVTA's communication strategy implementation and contribute to the organisation of the network's events
- Office management: Support the EVTA office in other general administrative tasks
- Statutory activities: Support the organisation of Statutory meetings



PROFILE OF THE IDEAL CANDIDATE

Qualifications and job related skills:

- Demonstrated experience of at least 3 years in management of EU funded projects
- Experience working in a multicultural environment
- Excellent diplomatic and marketing skills
- Excellent communication skills in spoken and written English and French, knowledge of other languages is an asset
- Knowledge and understanding of the European Institutions dynamics and of Vocational Education and Training (highly desired);
- Good understanding of the international non-profit associations environment
- An inclusive approach to collaboration and a proactive attitude to your job
- Good analytical and strategy development skills

- Strong presentation and writing skills
- Strong communication and negotiation skills
- Ability to analyse, interpret as well as communicate data
- Ability to work with agreed deadlines
- Strong sense of ownership for quality of work and deliverables
- Organised and demonstrate a high level of attention to details
- Ability to get people on board
- Dynamic, persistent and result oriented

General skills

- Sociable, service oriented and at ease in a multicultural environment.
- Proactive, critical, flexible and solution oriented.
- Ability to work independently and as part of a team on a common project.
- Ability to work under pressure, manage challenging workload and tight deadlines.
- Ability to master new technical and organisation concepts and information.
- Ability to multi-task and coordinate several projects simultaneously.
- Excellent time-management and organisation skills.
- Excellent written - verbal and good digital communication skills.
- Good working knowledge of Microsoft SharePoint and other collaborative platforms (G-Suite; Basecamp)



APPLICATION PROCEDURE

Please send us your **CV** together with the **motivation letter** to this email address application@evta.net mentioning the **title of the vacancy in the subject**. The **deadline** for receiving applications is **February 17, 2020**. Only short-listed candidates will be contacted and invited to the second round of the selection process.

CONDITIONS

EVTA is offering a full-time contract (38 hours/week) for 2 years with possibility of extension. The salary will be defined also according to the experience of the selected candidate. Lunch vouchers of the face value of 6 EUR/day.

EVTA has a small secretariat and it is expected that staff members support each other in their tasks.

GDPR & non-discrimination policy

EVTA is following the European Union General Data Protection Regulation through its Privacy Policy and applicants' personal data will be stored in a digital safe place and will be used only for this procedure.

EVTA is aiming for the secretariat to be a safe space and follows the principles of non-discrimination and equal opportunities both in the selection of candidates, in their promotion and in their daily lives in the workplace. No discrimination in both online and offline space will be tolerated.

Relations between employees as well as employees and members shall be governed by the principles of non-discrimination and equal treatment as provided for in the European Convention on Human Rights and the Charter of Fundamental Rights of the European Union and Directives 2000/78. / EC and 2000/43 / EC. Applicants must comply with the above conditions. EVTA supports as well as encourages all kinds of diversity and its employees must respect it as well.