



PROJECT ADMINISTRATION ASSISTANT

Role: Project Administration Assistant

Place of work: Italy, Palermo

Duration: 01/01/2019 – 30/06/2019

The project manager will be based in Palermo and engaged in the coordination of PRISM's projects and activities.

"PRISM – Promozione Internazionale Sicilia-Mondo" is a not for profit association working in cooperation both public and private stakeholders for local and sustainable development of the territory. PRISM is a community laboratory where individuals and key actors with co-related interests can converge, exchange ideas and collaborate to develop projects that promote the economic, social and cultural development of the territory.

Tasks and responsibilities:

- Support timely and efficient financial administration of PRISM's projects in the frame of the Erasmus+ and other funding programmes of the European Union.
- Financial monitoring and reporting by ensuring full compliance with the grant and/or donor's financial rules, regulations and policies.
- If needed, available to travel abroad in the frame of PRISM's projects and other key events.

Required profile:

- Working experience of at least 1 year in the frame of financial administration of projects funded by the European Union and /or other national/international donors.
- Languages: basic written and spoken English.
- Advanced knowledge of the Office package (Word, Excel, PowerPoint, Outlook).
- Ability to work independently and in a group, strategic vision, leadership, capacity to communicate in a intercultural environment.
- Available to travel abroad in the frame of PRISM's projects and other key events (if needed).

Conditions: One-year contract renewable with a first probation period of six months.

Salary: depending on the level of experience.

Applicants should submit a cover letter and curriculum vitae in Italian, by email, to:

info@associazioneprism.eu

specify in the object: PROJECT ADMINISTRATION ASSISTANT

Deadline for applications: 30/11/2018

Only selected applicants will be contacted. Short-listed candidates will be required to attend an interview.