

PROJECT MANAGER - JUNIOR

Role: Project Manager Junior

Place of work: Italy, Palermo

Duration: 16/02/2020 – 15/08/2020

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:

- Management and coordination of projects coordinated by PRISM in the frame of the Erasmus+ and other funding programmes of the European Union, including responsibility for implementation of project's activities in line with milestones, budget and deadlines, development of output/s, coordination of training activities, coordination of dissemination events, participation to international meetings, communication with partner organizations and stakeholders, monitoring and reporting.
- Designing and submitting project proposals in the frame of the Erasmus+ and other funding programmes of the European Union in cooperation with PRISM's coordination staff, stakeholders and beneficiaries.

Required profile:

- Knowledge and understanding of the EU regulatory framework, the new EU programmes 2014- 2020, the Project Cycle Management (PCM).
- Working experience of at least 1 year in the frame of management and coordination of projects funded by the European Union and/or other international donors, design and submission of project proposals in the frame of EU, international and national funding programmes in the field of education, migration, social inclusion, local development in general.
- Languages: fluent 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 an intercultural environment.
- Available to travel abroad in the frame of PRISM's projects and other key events.

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 MANAGER - JUNIOR

Deadline for applications: 15/02/2020

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