

Ekonomsko-birotehnička škola Slavonski Brod

Ekonomsko-birotehnička škola
Naselje Andrije Hebranga 13/1,
35000 Slavonski Brod

For the purpose of implementation of an IPA IV project „Youthpower – The Power of Tomorrow“, is looking for a

PROJECT MANAGER (M/W)

Task and responsibilities

- Project implementation planning (preparation and monitoring of detailed Activity and Procurement Plan)
- overall coordination of project activities' implementation
- monitoring of project progress in accordance with results planned
- management of partnership relations
- coordination of project management team
- preparation of narrative and participation in preparation of financial reports (Quarterly reports, Interim report and Final report) for the Contracting Authority
- communication with the Contracting Authority on a daily basis
- coordination of financial management of project budget and cash flow forecasts
- monitoring of absorption of funds
- responsibility for eligibility of costs
- preparation and implementation of secondary procurement according to PRAG
- implementation of visibility activities

Your profile

- a University Degree;
- an excellent verbal and written command of English is essential;
- participation in the implementation of at least one EU funded project, as member of the project team;
- at least 3 years of professional experience in relevant jobs (writing and implementation of projects, knowledge about EU funds, preparation and implementation of education, preparation of public presentation, experience in communication with medias);
- Excellent report writing skills, good communication and presentation skills;
- proven knowledge of European Union project management procedures and financial regulations, through participation in Project Management Team of at least 1 EU-funded project of similar nature (IPA component);
- excellent computer skills
- Driver licence „B“ category
- formal/non-formal education in the field of Project Cycle Management is an advance.

Assignment period

Implementation period for the project is 18 months. The provisional commencement date of the project will be January 5th 2015. Project Manager will be engaged during the implementation period of the project.

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Other information

Applications must be submitted in English, consisting of Europass CV (template can be found on <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>), Cover Letter and supporting documents (copy of University Diploma, copy of Certificate of nationality-Domovnica, evidence of working experience in Project Management Team of EU funded project, copy of certificates of education in PCM). Applications must be submitted within 8 (eight) days from the publication of this announcement by post delivered to the following address:

**Ekonomsko-birotehnička škola
Naselje Andrije Hebranga 13/1,
35000 Slavonski Brod**

bearing words „Job application for position of Project Manager“.

Shortlisted candidates will be informed of the schedule of the interview at least 2 days in advance on the web site of the School.

Results of the selection process will be announced on the web site of the School.