



Development NGOs in the enlarged EU

HORIZONT
3000

HORIZONT3000 is an Austrian NGO working in the area of development cooperation. We specialise in monitoring and implementation of projects as well as in the provision of Technical Assistance.

HORIZONT3000 is recruiting a

PROJECT MANAGER for TRIALOG V

(19 months contract, 30 hours) in combination with EU Co-Financing Expertise (8,5 hours)

TRIALOG is an EU co-funded project focusing on development NGOs (NGDOs) in the newer EU member states that joined the EU since 2004 (EU13). Its objectives include raising awareness of development issues in the countries mentioned and supporting local NGDOs to strengthen platforms and actively engage in development policy issues both on the national and EU level.

The fifth phase of the project is managed by the Austrian organisation HORIZONT3000. All EU13 development CSO platforms are partners in TRIALOG, as well as CONCORD, AGEH (Germany), Light for the World (Austria) and PAH (Poland).

HORIZONT3000 is currently looking for a **Project Manager for TRIALOG V** in combination with the responsibilities of **EU Co-Financing Expertise** based in Vienna, starting **March 1st, 2014**.

Main Tasks and Responsibilities

Project Management, Representation and Coordination of TRIALOG V

- Implementation and coordination of project's activities;
- Organisation and supervision of human resources involved in the project;
- Financial and cash flow control;
- Monitoring of activities and expenses;
- Preparation of financial and narrative internal and external reports;
- To plan, prepare and follow-up the meetings of the management team and the advisory group;
- Representation of the project in different fora and conferences;
- To facilitate communication between stakeholders;
- Coordination with CONCORD, DEEEP and other stakeholders; including the participation in CONCORD general assemblies and relevant working groups;
- Maintain relation with the European Institutions and other partners/donors of the project;
- Advisory role to EU13 national NGO platforms (in cooperation with the project team, on platform building and development, EU presidency projects);
- Planning, preparation and follow-up of the external evaluation.

EU Co-Financing Expertise within HORIZONT3000

- Participation in the CONCORD FDR Group and the Co-financing group of the Austrian national platform Global Responsibility.
- Distribution of information on EC calls
- Advise colleagues on application processes
- Giving feedback to the Austrian NGO platform AGGV about EU co-financing issues

Required Skills

- University Degree or equivalent;
- At least three-year experience of coordination of European/international programs or networks;
- Experience in managing EU funded projects and familiarity with EC rules and requirements;
- Experience in advocacy work with European institutions
- Experience in coordinating and supervising human resources and managing financial resources;
- Experience in fundraising for NGOs;
- Experience in and motivation to lead a complex European project involving project staff, volunteers, national and European representatives, EC and national ministry officials, MEPs, NGO people on different level and intensities
- Extensive knowledge of concepts and of all areas related to development education and awareness raising, including related European policies;
- Excellent written and oral communication skills;
- Be resident in an EU country, ideally in Austria (or ready to establish the residence in this country);
- Fluency in English and desirable in German; knowledge of other European languages is an asset.
- Availability to travel in European countries.

As an asset:

- Strategic thinking and planning capacity;
- Strong management and leadership skills;
- Problem solving capacity, mediation and facilitation skills;
- Reliability as a team player;
- Ability to work in a multicultural context;
- Ability to establish good working relations with the several players and stakeholders;
- Advanced use of Microsoft Office (Word, Excel, PowerPoint), e-mail and Internet;

Employment Conditions

The position is based in Vienna, Austria. Applicants must have the right to live and work in Austria. EU13 applicants are strongly encouraged to apply.

Salary: Considering relevant, previous experience the minimum gross salary amounts to **2327,39 Euro** per month. The position will last until the end of the project phase (30 September 2015), including a trial period of one month.

Applying for this position

Please send your CV and covering letter in English only to Manuela Klepatsch, manuela.klepatsch@horizont3000.at by **January 20th, 2014**. Please use 'Recruitment: TRIALOG Project Manager' as your title.

Only short listed candidates will be contacted. TRIALOG is unable to cover travel costs for applicants invited for interview, although telephone/Skype interviews are possible.