



DIESIS is looking for 1 Project Manager to reinforce its team.

DIESIS is a European Network, Brussels based, supporting the development of the social economy, social entrepreneurship and social innovation in Europe. It is one of the widest EU networks specialised in supporting social economy and social enterprise development covering 13 EU countries through major national federations and national support networks.

Your role

The Project Manager is responsible for the day-to-day implementation of projects, liaising with our partner(s), internal teams and external suppliers. S/he will ensure that projects and other initiatives deliver the maximum possible benefits for the organisation. Examples of expected project outputs include: convincing position papers and reports, initiatives that generate positive visibility, informative and engaging events for sector stakeholders.

S/he will be equally responsible for the professional coordination and administration of these projects.

Tasks

The Project Manager will be responsible for desining, managing and implementing project activities with international partners and network members. Main tasks and responsibilities include:

- Finding new initiatives and opportunities for project development;
- Writing tender proposals and project applications;
- Liaising with experts, professors, trainers, participants and partners worldwide;
- Project scheduling, managing, tracking and debriefing;
- Implementing and coordinating project activities;
- Attending meetings and events including travel;
- Plan, organise, manage and prepare meetings;
- Ensure the project visibility with the support of the Communication officer;
- Content management related to the projects;
- Operational and financial monitoring of projects (control and follow-up complex budgets);

Requirements

- University degree;
- Minimum 3 years of relevant professional experience in project management and business development proving a very good understanding of the EU and its institutions;
- Knowledge of and relevant experience in business development and tendering procedures (in particular: calls for tender/service contracts, technical assistance projects (EuropeAid/COSME/AMIF/ERASMUS+/CreativeEurope), framework contracts, etc.);
- Experience in building and expanding networks of experts and partners;
- Excellent English writing skills (candidates not complying with the requested level will not be considered); excellent French writing skills and Italian/Spanish are considered as an asset;
- Computer literacy;
- Good analytical and organisational skills and ability to meet tight deadlines;

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VAT number: BE 0460.304.689 RPM Bruxelles



- Open personality with strong interpersonal, communication, negotiation and networking skills and a flexible and dynamic attitude.
- Sensitive to the needs of the different stakeholders and enjoy working in a multicultural team and communicating with a varied multinational audience.

If you are ready to work in a fast-moving, international environment, please send your detailed CV and cover letter (in English) in electronic format at: diesis@diesis.coop

Application deadline: 09.01.2019

Interviews: between 16.01.2019 and 18.01.2019

Starting: As soon as possible

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