

Brussels, 19th February 2020

CALL FOR PROJECT MANAGER

Executive Summary

MIJARC Europe is a non-governmental organisation for rural youth, by rural youth. We promote sustainable agricultural, rural and international development, European citizenship, youth policies, gender equality, environmental protection, interculturality and human rights. In line with our Christian values, we strive to implement and raise awareness about these issues and goals by facilitating inter-cultural exchanges, camps, seminars and non-formal learning opportunities in a sustainable and culturally sensitive manner. Employing our methodology of 'see-judge-act', we encourage the participation of young people to build the Europe of tomorrow.

We are seeking an energetic and resourceful person with strong project management, communication and organisational skills, and, attention to detail. This is a critical role primarily accountable for the management of one of the largest MIJARC Europe projects. To be successful in this role you must be passionate about working with and for rural youth, dynamic and possess an adaptable approach to work.

Summary of the project

The project is called *#Go EAThics: European youth stand up for sustainable food supply chains that respect migrant workers' rights and reduce climate change, hunger and poverty as key drivers of migration*. It is a 3,5-year project with partners from 18 different European states which aims at increasing the commitment of EU youths to the European values of human rights and solidarity as well as to tackling the global challenges of migration, climate change and a sustainable food system. The project will mobilize EU youths to adopt sustainable consumption patterns and to actively support sustainable food supply chains, fair trade relations, respect for human and workers' rights, and sustainable development through improved institutional and corporate policies at EU and MS level. With a pan-European awareness campaign, it will show EU youths the interdependence between our food system and its negative impacts on climate change and other key drivers of migration. With this new critical understanding, it will create a new European narrative on migration.

Job description

Role
Project manager
Reports to
Executive Board (a team of three to five elected members who work remotely as volunteers)
Department
You will work in a team of 4 full-time employees as part of the operational department of MIJARC Europe
Location
Leuven, Belgium with frequent travel in Europe
Function
Accountable for the management of the 3,5 years project <i>#Go EAThics: European youth stand up for sustainable food supply chains that respect migrant workers' rights and reduce climate change, hunger and poverty as key drivers of migration</i> and involved in all other MIJARC Europe activities, meetings and events
Remuneration
Between 1800 – 2400 euro (based on the selected candidate's experience)
Hours
38 hours

Areas of Activity

1. Programme Management

Key Accountabilities and Deliverables

- Coordinate and implement approved projects, namely the *#Go EAThics project*,
- Plan, organise and ensure the effective running of all international events of the *#Go EAThics project* and offer support for all national activities,
- Liaise with project partners and subcontractors on financial and contractual matters,
- Take part to all coordination meetings of the *#Go EAThics project*
- Monitor donor portals, websites and email alerts, and share relevant new opportunities with the Board;
- Write proposals, monitor the implementation of the programmes, evaluation, narrative and financial report of the approved grants;

2. Financial Management

- Process all invoices, expense claims forms; make timely payments; organise travel and accommodation arrangements as required;
- Bookkeeping specifically related to the *#Go EAThics project*;
- Monitoring and maintaining all financial records and data within agreed procedure of MIJARC Europe;

3. Administration

- Act as the first point of contact for external and internal enquiries to MIJARC Europe by phone and email related to the *#Go EAThics project*
- manage logistics and the communication with the partner organisations involved in the *#Go EAThics project*, taking minutes, preparing intermediary and final reports;
- Maintain a permanent overview of the developed work of other staff/ interns involved in the *#Go EAThics project*
- Represent MIJARC Europe in meetings with Donors, other organisations and external stakeholders when requested.
- Take part to all MIJARC Europe Executive Board Meetings and statutory meetings (European Coordination meeting and General Assembly)

Who are we looking for?

- Someone who is passionate about working with and for young people for improving the rural areas in Europe;
- Previous experience in a non-profit organization at the European/National Level;
- Previous experience in working with projects financed through the EuropeAid line is an asset;
- Educated to a degree level;
- Excellent organisational, co-ordination and liaison skills and ability to organise meetings with stakeholders at all levels;

- Knowledgeable in project management techniques and methods, especially the EU and CoE funds;
- Excellent English communication skills (both verbal and written), knowledge of another European language (Spanish/ French/Dutch) is desirable;
- Excellent verbal and written communication skills with the ability to set out and report information in a clear and structured manner;
- Highly numerate with good computer operating skills: especially Excel, Word, Outlook;
- Experience of coordinating events, travel and logistics;
- Experience of delivering training to groups;
- Excellent attention to detail: able to remain focused while dealing with complex data-entry;
- Ability to manage time effectively, and work independently;
- Great intercultural skills: able to work in multicultural teams;
- Strong interpersonal Skills;
- Ability to work under pressure and to strict deadlines;
- Willingness to travel within Europe.

*** This position requires frequent travel within Europe, mostly during the weekends.**

**** Applicants must have the right to work in Belgium.**

Recruitment process timeline

19 th February	Launch of the call
19 th February – 4 th March (23:59 CET)	Submission of applications open
6 th March	Announcing short-listed candidates
9 th – 13 th March (23:59 CET)	Written tasks
16 th March	Announcing candidates invited for face-to-face interviews
20 th -22 nd March	Face-to-face interviews held in Leuven, Belgium (based on candidates' availability)
23 rd March	Announcing the selected candidate
23 rd – 27 th March	Signing the contract and finishing all legal procedures
1 st April	Ideally the candidate is expected to start

How to apply

To apply, please fill in the online [application form](#) and send us your CV- Europass format at: office-europe@mijarc.info

and

c.perrotminot@mijarc.net

mentioning in the Subject line: **Application Project Manager _ “Your Name”**

Closing date for applications is: **Wednesday, 4th March 2020, 23:59 CET**

Should you have any questions do not hesitate to contact us: office-europe@mijarc.info