

Call for 1 Project Manager Georgia (EU4Dialogue Programme)

The **EU4Dialogue Programme**, funded by the European Union, has as overall objective to contribute to the transformation of the unresolved conflicts in the South Caucasus and Moldova. It consists of three components. The German Academic Exchange Service (DAAD) as the contracting partner, together with its consortium partners Goethe-Institut Georgien, Campus France and others, will implement component 3 during the next four years. The specific objective of component 3 is improved exchange (regional, intra-regional and with the EU) through education and culture for young people, women and men in the conflict regions in the South Caucasus and in Moldova.

Within the framework of the programme, the DAAD Georgia is recruiting one **full time Project Manager** from 1 March 2021 for its office in Tbilisi, subject to the signing of the contract between the EU and the DAAD.

Main tasks and responsibilities:

- support to the Senior Project Manager with day to day management of the programme
- overall delivery, financial management and reporting
- responsibility for the administration of the grant and distribution of shares to the consortium partners
- coordination with relevant headquarter units
- mobilisation of experts
- liaison with stakeholders
- organisation of training sessions for school and university teachers in target countries
- administrative support for activities in the target countries of the consortium partners

Main opportunities and challenges:

- dimension and complexity of the programme
- intercultural, international and multi-disciplinary scope of programme activities
- to accompany ongoing transformation processes in a highly volatile region
- to work in a flagship EU funded programme that will contribute to the promotion of EU values in the region

Required qualifications:

- university degree, preferably in Social Sciences
- knowledge of the conflicts in the target region
- experience in international projects
- working experience in EU-funded projects
- experience with interpretation and translation
- excellent spoken and written language skills in English and Russian

Additional desired qualifications:

- language skills in a Caucasian language

Personal skills:

- good organizational skills
- strong communication skills and high sensitivity in dealing with the various actors in the target regions
- strong team player
- structured and result-oriented approach
- ability to work under stress, with temporarily high workload and under minimal supervision

Type of contract:

The Senior Project Manager will be self-employed and will undertake full responsibility for the payment of all taxes and obligations deriving from the legislation in force, including for those related to medical and social insurance. The remuneration is based on the fee for comparable activities in EU projects. The place of work will be the DAAD office in Tbilisi and you will refer to the project director.

Application procedure: Please send an application and CV in English to the following e-mail address: reul@daad-georgia.org

For more information about the DAAD: <https://www.daad.de/en/>

For more Information about the European Union to Georgia:
https://eeas.europa.eu/delegations/georgia_en

Application deadline: **29 of January 2021.**

Online interviews are expected between 3 and 5 February 2021.

The program EU4Dialogue is financed and supported by the European Union.

