

Project Manager

Application closing date: June 22, 2018

Employment start date: July 2018 (upon agreement)

Place of work: Bratislava

Academic background:

- University degree in social studies or humanities

Language skills:

- Advanced knowledge of English (C1–C2 both oral and written)
- Knowledge of Czech, Hungarian or Polish an advantage

Required experience:

- Position suitable for fresh graduate
- Previous experience of volunteering or working in non-profit sector an asset

Background and key competences:

- Ability to meet deadlines and to prioritize;
- Good communication skills;
- Ability to accept new challenges and to learn new things;
- Ability to work independently and in team;
- PC literacy (Word, Excel, PowerPoint)

Job description:

- Providing guidance and consultations to potential applicants;
- Processing applications for projects/scholarships/residencies;
- Supervising the implementation of the projects until its conclusion;
- Preparing reports (analyses, statistics, etc.)

Contract duration:

- Fixed-term contract (replacement during maternity leave)

Contract type:

- Full-time (40 hours/week)

Salary (gross):

- €1,100–1,300/month (depending on experience)

Send your CV and motivation letter in English to visegradfund@visegradfund.org by COD Friday, June 22, 2018 at the latest.

The International Visegrad Fund reserves the right to contact successful candidates only.

By sending her/his CV and motivation letter, the candidate expresses consent to the processing of her/his personal data for the purposes of evaluating her/his candidacy for the period necessary to terminate the recruitment process. The applicant also declares that the personal data provided are accurate and provided based on her/his free will.