**Project Management Coordinator**

European Schoolnet is looking for a **Project Management Coordinator** (Ref. DigCi-PMC2020-3) to support the Head of Digital Citizenship in the overall coordination of the management of a range of projects which are being developed and implemented by the Digital Citizenship Department.

**MAIN TASKS:**

The successful candidate will work closely with the Head of Digital Citizenship to put in place and implement a more streamlined management framework/strategy for the Digital Citizenship Department, while carrying out a range of operational tasks.

Main tasks will include:

- **Day-to-day project management** – in support of the Head of Digital Citizenship – of a number of large EC-funded projects, with a focus on project planning, monitoring and reporting on progress and compliance, budget/finances, administration, contracts, IPR and GDPR, etc.

- **Coordinate and follow processes/procedures** in close liaison with EUN’s Project Support and Finance Teams (internal) and project partners and subcontractors (external).

- **Supervise and provide guidance** on these matters to other Project Managers within the Digital Citizenship Department, helping to ensure that projects are delivering on time, to budget and to specification.

- **Plan and coordinate regular team and project meetings**, circulating agendas, taking minutes, etc. Organise regular 1:1 meetings with individual team members also, in dialogue with the Head of Digital Citizenship, to ensure a shared understanding of respective roles and responsibilities, while identifying possible issues and/or professional development opportunities as they arise.

- **Support the Department in exploring new project opportunities**, based on a pro-active analysis and sound understanding of the available funding programmes, both in terms of topics covered and financial/administrative requirements.

- **Assist in the development of new project proposals**, shaping the project planning and budget, putting the appropriate management structure and quality control mechanisms in place, while coordinating with and collecting
administrative information from possible partners, in dialogue with EUN’s Development and Advocacy Team.

PROFILE, SKILLS AND QUALIFICATIONS

- A minimum of five years of working experience in a similar function, with a particular focus on financial, contractual and administrative matters.

- A masters’ degree preferably in management/business administration or in social sciences/education/applied economics or similar, with a strong and demonstrable motivation/interest to work on project management (costing, budgeting, reporting and monitoring)

- An interest in or affinity with topics/domains such as digital skills, media/digital literacy, online safety, digital citizenship is a plus. However, prior knowledge in these areas is not a requirement and it should be clear in advance that the focus of this profile will not be on content.

- Excellent organisational skills, structured approach and time management

- Excellent understanding of IT tools, in particular Microsoft Excel and Word

- Fluent knowledge of English (working language is English)

- Good writing skills

- Good interpersonal skills

- Background in EU funding programmes is a plus

ABOUT EUROPEAN SCHOOLNET:

European Schoolnet (www.eun.org) is the network of 34 European Ministries of Education, based in Brussels. As a not-for-profit organisation, we aim to bring innovation in teaching and learning to our key stakeholders: Ministries of Education, schools, teachers, researchers, and industry partners. Since its founding in 1997, European Schoolnet has used its links with education ministries to help schools make effective use of educational technologies, equipping both teachers and pupils with the skills to achieve in the knowledge society. In particular, we pledge to:

- Support schools in achieving effective use of ICT in teaching and learning
• Improve and raise the quality of education in Europe
• Promote the European dimension in education

USEFUL INFORMATION:

Duration: 12 months, renewable

Deadline for applications: 15/09/2020

Benefits: competitive salary, meal vouchers, travel expenses support, DKV-Hospitalia.

Location: European Schoolnet, Rue de Treves, 61, Brussels, Belgium.

HOW TO APPLY:

Please send your CV and motivation letter in English to jobs@eun.org by 15/09/2020. The motivation letter should show how your background and interests fit the tasks planned for this profile. Please make sure to include the correct vacancy reference (Ref. DigCi-PMC2020-3) in the subject of the email and file names.

PLEASE NOTE:

• Interviews will take place as soon as possible. Due to the current Covid-19 situation, this will happen at distance.

• Due to the volume of applications, we regret to be able to only notify pre-selected candidates.