

## Job description

You have a strong professional interest in migration, human rights and sustainable development. You enjoy managing projects and networking with national and international partners. You are keen on working in a dynamic team of professionals. You are looking for a meaningful job that will make a lasting impact on people's lives: this challenge is for you!

- ⇒ Start date: early to mid-January 2019.
- ⇒ Contract: 9 months, local, full-time with reduced hours at 20 hours per week; employment contract based on Maltese laws; renewable.
- ⇒ Application deadline: 12h (noon) CET of Wednesday, 19<sup>th</sup> December 2018.

### ***ROLE DESCRIPTION***

As a Project Manager, you will be responsible for assigned tasks of EC funded regional projects and will ensure the implementation of all project activities as set out in project documentation and the delivery of project results and outputs on-time and within scope.

The project manager will also be responsible to bring to a close a cultural project funded by the Valletta 2018 Foundation (V18), for which more details will be given at the interview.

Furthermore, the person chosen will also be involved in communication and fundraising activities.

### ***MAIN RESPONSIBILITIES***

- ✓ Ensure the implementation of all planned project activities and delivery of outputs and results;
- ✓ Oversee the organisation of upcoming events in the framework of regional projects;
- ✓ Ensure timely preparation and adequate communication and liaison with all partners and stakeholders involved;
- ✓ Ensure timely, high quality and accurate reporting to management and donors on a regular basis;
- ✓ Ensure continuous tracking and evaluation of project performance in line with given Monitoring and Evaluation (M&E) frameworks;
- ✓ Liaise with Junior Finance Officer to ensure timely and proper level of spending and compliance with set financial standards and rules;
- ✓ Ensure that all communication originating from the organisation is coherent with the organisation's and projects' objectives;
- ✓ Liaise with all members of the team to create website content, update news section and social media profiles.

## ***YOUR PROFILE***

- Bachelor-level university degree from an accredited educational institution in a relevant field; a higher degree would be considered an asset;
- Proven experience in managing communication channels and social media;
- Familiarity with the MS Office/Open Office Suite;
- Strong interest in sustainable development, human rights and migration issues;
- Be creative and interested in project development;
- Ability to manage a high volume of work flow efficiently;
- Strong organisational and planning skills;
- Ability to work independently as well as collaboratively and productively within a multidisciplinary and multicultural environment;
- Flexibility, availability and adaptability;
- Excellent verbal, written and presentation skills;
- Full proficiency in written and spoken English is mandatory. Knowledge of another language is a strong asset.

### **Other assets that will be considered:**

- Previous experience in coordinating EU and/or regional projects;
- Experience in communication and/or online learning;
- Experience in fundraising for non-profits;
- Excellent people skills and ability to comfortably interact with corporate donors;
- Familiarity with Google communication and management tools;
- Previous experience in the Maltese non-profit sector.

## ***HOW TO APPLY***

Qualified applicants are encouraged to submit their CV and motivation letter in English to [info@kopin.org](mailto:info@kopin.org), by not later than 12h noon of 19<sup>th</sup> December.

Please include "Application - Project Officer, [your name and surname]" in the subject line of the application email. Please indicate in the email content where you found our Vacancy Announcement.