

## **New Positions at the European Association of ERASMUS Coordinators and PROGNOSIS Ltd**

### **Position: Project Management and Administration Officer** **Appointment from 1 September 2019**

#### **Duties and responsibilities:**

- Familiarise him/herself with internal administrative procedures related to how networking and communications are conducted and with EU funding programmes, policies and events. Assist in the dissemination of the information to the network data base of the organization at the national and international level.
- Conduct project development work where the organization is coordinating a project or is a partner in a project.
- Attend committee meetings, conferences, seminars, workshops, working groups and write briefings notes. Meetings may be taking place in Cyprus or abroad.
- Prepare reports and power point presentations.
- Develop and update relevant databases.
- Involvement in the management of the network of European Coordination offices in Europe and beyond.
- Search and determine funding programmes related to new ideas for projects.
- Assist in proposal writing, project management and prepare project reporting.
- Provide information on EU funding mechanisms and research related regulations and procedures work
- Provide support with EU policies and programmes and the sources of information.
- Review and update website content and prepare drafts for promotional flyers.
- Apply adequate social skills
- Apply very good organizational, administrative and communication skills

#### **Qualifications:**

- University degree
- Fluent in Greek and English language; other languages will be an advantage
- Knowledge of EU institutions and funding mechanisms will be considered an advantage
- Computer literacy (Microsoft Office, excel, PPT, web editing, internet)
- Strong organizational, information and communication skills
- Attention to details

Salary will be based on experience and progressive increase based on assessment. Contract duration, 2 years with a possibility for renewing.

Send Europass CV to [director@pro-gnosis.eu](mailto:director@pro-gnosis.eu)