



The European Projects Area is recruiting a

**EU Project Manager**

Main tasks and responsibilities:

- Responding to EU call for tenders targeting the support to Managing Authorities, Central or Regional bodies
- Facilitating the project generation process providing technical support to potential project applicants, most probably on the following programmes: European Territorial Cooperation, ENI CBC, Horizon 2020, Erasmus+, Health, Cosme, Creative Europe;
- Analysing potential EU funding opportunities targeted to clients' needs;
- Providing overall project management support, including: project administrative and financial tasks, overall coordination, support in communication outputs planning, report writing and any task related to the implementation of project cycle management.

Required qualifications:

- University degree in public administration, business or economics, political or natural science or other related fields;
- 4-5 years of post-graduate working experience;
- Consolidated experience in technical support of EU programmes and projects; or
- Practice in programme or project management and the development and co-ordination of networks and multinational projects (administrative management and financial accountancy);
- Fluency in spoken and written English and in one other mayor EU language (French preferably); advanced knowledge of written and spoken Italian is a must;
- Project cycle management skills.

Further desirable qualifications:

- Working knowledge of an additional European language or Arab;
- Experience in website management;
- Experience in and/or ambition to work in an international environment with different administrative traditions;
- Creativity and problem-solving orientation, interest in new learning experiences;



- Communication and facilitation skills, strategic thinking, open and positive minded team worker.
- Availability to travel intensively
- Capacity to work often under constraining deadlines
- Testing period: 3 months
- Working station: Torino/Milano

Details on the application dossier

Candidates will send a cover letter in English or Italian of no more than two pages, describing the suitability for the position in relation to the tasks and qualifications listed above and a detailed Europass Curriculum Vitae (in English or Italian) . The earliest possible starting date will be indicated.

Applications shall be sent by e-mail, with reference "Job application project manager" to [info@sita-international.eu](mailto:info@sita-international.eu)

Only short-listed candidates will be contacted for an interview.