



GREENLAND project is looking for a leading expert in the field of project management

ERFC, Partner of “GREENLAND” project (co-financed under the ENI CBC Med 2014-2020 Programme) is looking for a leading Expert in the field of Project Management to support ERFC in the implementation of activities and procedures outlined in Work Packages 1 (WP1) “Project Management”, 2 (WP2) “Communication” and 3 (WP3) “Labour Market Analysis of NEETs and Women”.

1. GREENLAND Project description

The Mediterranean area suffers from extremely high rates of youth and female unemployment levels. To face this challenge, GREENLAND promotes social inclusion and fight against poverty by providing unskilled and underprivileged young people with marketable skills in the Green and Circular Economy, with the potential to generate thousands of jobs. To reach its objective, the project will create new curricula based on market needs, skills transfer to NEETs and women, media-based training tools, and facilitating cultural exchanges through young people. The creation of new employment opportunities will be reinforced by the sector-skills alliances between TVETs and SMEs.

2. GREENLAND project objective

To increase employability of NEETs (up to 30) and women (all ages) by providing with marketable skills and qualifications to prepare them for skill-based occupations within Green and Circular Economy sectors and reduce skill mismatches in rural areas particularly affected by the climate change.

3. Tasks/Responsibilities/Duties as required by WPs 1, 2 and 3 of the GREENLAND project

WP1 “Management”

- ERFC project team coordination
- Activity and resource planning on behalf of ERFC based on the Annex I “Description of Work” and Annex II “Budget” of the Grant Contract
- Monitoring of the activities and budget timely implementation with high quality results
- Biannual narrative and financial reporting towards the Programme Managing Authority
- Representing ERFC at the regular/biannual Technical and Steering Committee project meetings



GREENLAND

- Representing ERFC at the regular monthly online meetings of the Project Team
- Preparation of supporting documentation for project annual audits
- Responsible for ERFC procurement procedures for project related expenses

WP2 “Communication”

ERFC is leading WP2, i.e. project communication activities, on behalf of the GREENLAND consortium. In this respect the selected candidate will:

- Be the GREENLAND project communication manager
- Draft the project communication and marketing strategies and update them on a regular/biannual basis
- Closely monitor the timely implementation of the project international and 7 national marketing campaigns according to the aforementioned strategies and in cooperation with GREENLAND project partners.
- Oversee the implementation of the Greek marketing campaign with the support of ERFC project team and GREENLAND Greek partner, i-BEC.
- Be the contact person with the Managing Authority on behalf of GREENLAND consortium as regards communication issues.

WP3 “Labour Market Analysis of NEETs and Women”

- Link the database of target groups with project communication activities
- Monitor activities in terms of indicators promised in the Marketing plan
- Coordinate WP3 activities and ensure the timely submission of deliverables on behalf of ERC

4. Qualifications

- Bachelor’s Degree / Master’s degree / Other
- A minimum of 10 years’ work experience, at least 5 of which in the coordination or management of international projects (as project manager, project coordinator for project partners, or similar)
- Experience of at least 5 years in the Green & Circular economy sectors
- Previous experience in ENI CBC Med funded projects and collaboration with institutions from Mediterranean Partner Countries
- Previous experience as a project communication manager for EU projects
- Language requirement: proven proficiency in English is required.
- Strong business acumen in project planning and management
- Strong verbal, written, and organizational skills

5. Duration



The position has a duration of 11,5 months, starting from the date of signing of the contract.

6. Payment

Total compensation for the duration of the engagement is Euro 14.200,00 excluding VAT.

7. Tentative starting date

18th of January 2021.

8. Presentation of applications and selection procedures

The application form (AF) must be completed according to the attached form (Attachment A), dated and signed by the candidate (original, scanned copy or pdf with digital signature will be accepted). The application form must be accompanied by:

- ✓ Europass CV (original, scanned copy or pdf with digital signature will be accepted)
- ✓ a copy of a valid identity document.

The AF must be sent by email to all of the following address:

management@erfc.gr

The subject of the e-mail must state the following: "Selection of leading expert in the field of project management (GREENLAND Project)"

9. Deadline

The deadline for submitting applications is January 15 2021 at 1.00pm (Athens Local time). Only those candidates with a profile deemed of interest and who meet the above-indicated requirements will be invited to interview.