



## **GREENLAND project is looking for a financial manager**

ERFC, Partner of “GREENLAND” project (co-financed under the ENI CBC Med 2014-2020 Programme) is looking for a financial manager to support ERFC in the implementation of activities and procedures outlined in Work Packages 1 (WP1) “Project Management”, 4 (WP4) “Capacity Building activities (Training, Mentoring, Coaching) and creation of one E-learning platform”, 5 (WP5) “NEETs and Women Traineeship programs at CB and national level in SMEs and JobShadowing” and 6 (WP6) “Sector-skills alliances, Strategies and Action Plans”.

### **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, 4, 5 and 6 of the GREENLAND project**

#### ***WP1 “Management”***

- Resource planning on behalf of ERFC based on Annex II “Budget” of the Grant Contract
- Monitoring of the budget implementation
- Design and Setup of project-based accounting system
- Keep project accounting documents
- Biannual financial reporting towards the Programme Managing Authority
- Preparation of supporting documentation for project annual audits



- Support ERFC procurement procedures for project related expenses

#### ***WP4 “Capacity Building activities (Training, Mentoring, Coaching) and creation of one E-learning platform”***

Participate in the following activities

- Mentor mapping and involvement in curricula and e-course design
- Contribute to the design of e-training platform
- Training package development and implementation for skills development in GaCE sector.

#### ***WP5 “NEETs and Women Traineeship programs at CB and national level in SMEs and JobShadowing”***

Participate in the following activities

- Selection and preparation for cross-border and national traineeship programmes in SMEs
- Implementation of cross-border and national traineeships
- Job-shadowing activity for actors in labour market institutions

#### ***WP6 “Sector-skills alliances, Strategies and Action Plans”***

Participate in the following activities

- Identification of stakeholders for the development of a Green Entrepreneurial Network
- Elaboration of protocols/MOUs at national and EU level with public institutions to foster participation of key actors in the implementation of the develop Action Plans.

### **4. Qualifications**

- Bachelor’s Degree / Master’s degree / Other in Economics/Finance
- A minimum of 10 years’ work experience in the accounting sector
- Professional experience in accounting software applications
- Member of the Economic Chamber of Greece
- Language requirement: proven proficiency in English is required.
- Strong verbal, written, and organizational skills

### **5. Duration**

The position has a duration starting from the date of signing of the contract till the end of the GREENLAND project, which is April 2023.



## **6. Tentative starting date**

8<sup>th</sup> of March 2021.

## **7. 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](mailto:management@erfc.gr)

The subject of the e-mail must state the following: "Selection of financial manager (GREENLAND Project)"

## **8. Deadline**

The deadline for submitting applications is March 8 2021 at 11.00am (Athens Local time). Only those candidates with a profile deemed of interest and who meet the above-indicated requirements will be invited to interview.