

## Project Manager



The Euro-Mediterranean University (EMUNI) gathers expert knowledge and experience of the Euro-Mediterranean countries with the objective to contribute to the creation of a unified, integrated Euro-Mediterranean higher education and research area. We are looking for a qualified and enthusiastic project officer to join an international, dynamic and ambitious institution in its expanding activities and in creating a bigger impact.

### Full-time position

**Location:** Piran, Slovenia

**Starting date:** asap and not later than 1 September 2022

### The responsibilities of the Project Manager include the following:

- Administrative support to ongoing projects conducted at EMUNI, from preparing documentation reports to communication with external partners;
- Support in developing new projects, proposals and applications on behalf of EMUNI;
- Collection of information for activities, web-based research;
- Supporting the design of reports and publications;
- Assisting the financial reporting;
- Assisting technical reporting;
- Preparation of evaluation forms;
- Support to coordination of events and logistics;
- Other relevant responsibilities, assigned by the Head of the Department or the President of the University.

### Key requirements and Qualifications:

- A Bachelor's degree in a relevant field, preferably a Masters' degree.
- Fluency in spoken and written English.
- High level of digital literacy and affinity to new digital solutions supporting work, including demonstrated knowledge of Excel, PowerPoint, Word and other relevant software;
- Excellent communication skills.
- High level of commitment and attention to detail.
- Strong time management skills.
- Teamwork and flexibility in administering new tasks, as needed.
- Willingness and ability to travel abroad.
- Knowledge of one or more languages of the Mediterranean is an advantage (French, Spanish, Italian, Arabic).
- Experience within higher education is an advantage.
- Working experience in a multicultural environment is an advantage.

### Our offer:

- Highly dynamic and diverse work that allows you to continually learn and develop your potential.
- An opportunity to work within a motivated team, in an international environment with international partners.
- Flexible working conditions
- Attractive remuneration in line with salary levels in Slovenia and opportunity for building and advancing your career.
- Opportunity to live and work on the coastal region of Slovenia, which offers a high quality of living.

Only candidates who will provide their **full CV** and a **cover letter in English** by July 22, 2022, to the e-mail: [jobs@emuni.si](mailto:jobs@emuni.si), will be considered for further recruiting steps.