

## Job Description

### Project Manager Recruitment 2023

We're looking for an enthusiastic and committed person with a passion for youth policy, project management and international relations. Our new colleague will manage ERYICA's projects and working groups, support the preparation of project outputs and reports, plan and implement our initiatives, help with fundraising activities, liaise with member organisations and partners, and organise events.

#### Your profile

##### Essential

- EU Citizenship or with valid work permit in Luxembourg;
- Graduate or post-graduate higher education degree in relevant discipline (e.g. project management, business administration, youth work, social work, information studies, international relations, European studies, etc.);
- Prior experience in project management and event organisation in an international/European environment;
- Good understanding of the Project Cycle Management: planning, identification & formulation, project management, monitoring and evaluation;
- Perfect spoken and written command of **English and either French or German**;
- IT literate: excellent knowledge of Microsoft Office; GSuite, content-management websites and project management tools;
- Familiarity with the Erasmus+ programme of the European Commission, and preferably already supervised upon EU-funded projects;
- Very well organised and ready to work under pressure, though able to distribute the workload in order to respect deadlines and agreed schedules;
- Ability to work efficiently in different contexts and situations;
- Independent thinker yet a team worker, willing to take and bear responsibility and to work autonomously;
- Ability to prioritize and work with several projects at the same time;
- Evidenced analytical skills and ability to thrive when handling complex information and situations;
- Flexible, effective, result-oriented, attentive to details, and able to multi-task;
- Willingness to work with a small international and busy team in Luxembourg, with regular travel in Europe; and
- Most important of all: you are a fast and zealous learner!

##### Desirable

- Good knowledge of the EU policy-making processes;
- Experience with a European/international NGO in the youth field;
- Familiarity with other EU programmes apart from Erasmus+;
- Experience or knowledge of the youth field;
- Proven experience as a trainer and/or facilitator; and
- Command of one or more other European language.

## **Your tasks**

Under the supervision of the Director and in close cooperation with other staff members, you will:

- Support the implementation of [ERYICA's strategy](#) and [annual work programme](#);
- Be responsible for the Agency's projects, working groups, initiatives and administrative tasks;
- Manage, supervise and report on projects and project outcomes, mostly within the Erasmus+ Programme;
- Coordinate the organisation of events, meetings, and training activities;
- Lead grant application processes (i.e. proposal writing, budgeting, contact with partners, meeting the administrative requirements, etc.);
- Support the dissemination and publication of initiatives and project outcomes;
- Foster the relationship with our members and ensure the successful delivery of services to our members;
- Design, execute and report on surveys and consultations;
- Collect case studies and good practices from the member organisations;
- Support the team in the day-to-day management of their tasks;
- Gather information on members' projects and activities;
- Support ERYICA's relations with its stakeholders and partners; and
- Attend external events across Europe as ERYICA representative when required.

## **We offer**

- A full-time contract (40 working hours / week) for a fixed term of 12 months (renewable), drawn in accordance and compliance with all applicable laws and regulations in force in the Grand-Duchy of Luxembourg, where the job will be based.
- A gross monthly salary of 2,800 EUR.
- The advantageous tax and social security system of the Grand-Duchy of Luxembourg, applicable also if you are a commuter from neighbouring countries.
- After a first period, autonomy and trust in organising your work, according to the needs of the Agency and the team.
- An inspiring, friendly, and creative work environment in an international and dynamic framework.

**Applications should be submitted to the ERYICA Director: [secretariat@eryica.org](mailto:secretariat@eryica.org)**  
**E-mail subject:** "Application Project Manager 2023"

### **Applications should include:**

- A cover letter (in English);
- Your CV (in English); and
- Details of two persons who can be contacted for references.

## Procedure

**Closing date for applications:** 31 January 2023

**Interviews conducted in English and French/German on:** 6-8 February 2023

**Starting date employment:** as soon as possible (1 March 2023 at the latest).

Many thanks to all who show an interest in this position. However, please note that only short-listed candidates will be contacted.

### **About ERYICA:**

The European Youth Information and Counselling Agency (ERYICA) is an independent European organization based in Luxembourg and composed of 41 national and regional youth information coordination bodies and networks in 25 countries. It works to intensify European cooperation in the field of youth information work and services. It aims to develop, support, and promote quality generalist youth information policy and practice at all levels; in order to meet the information needs of young people and to apply the principles of the [European Youth Information Charter](#). We work intensively with the Council of Europe, with the European Commission, as well as with other institutional, private and public stakeholders active in the field of youth work and youth policy.

Further information: [www.eryica.org](http://www.eryica.org)