



SAFE IS HIRING

# PROJECT ASSISTANT OR JUNIOR ASSOCIATE

DEVELOPMENT  
OF NEW INTERNATIONAL  
PROJECTS IN THE AREA OF  
SECURITY

## **JOB VACANCY**

### **Project Assistant or Junior Associate – development of new international projects in the area of security**

SAFE (Security and Freedom for Europe) is a not-for-profit foundation focused on promoting high-impact activities in the security, defence, rule of law, and fundamental rights sectors with a focus on Central Europe, the Western Balkans, North Africa, the Middle East and Asia. SAFE core activities encompass CBRN risk mitigation, the fight against organised crime, asset recovery, counterterrorism, as well as technologies for law enforcement.

Composed by specialists who have been working in the relevant sectors for over 25 years, SAFE is building a multidisciplinary hub of in-house highly technical expertise to promote security and freedom throughout the world, disrupting the dichotomy that increased security is incompatible with the concept of liberty. In the frame of its activities, SAFE can count on the sectorial and geographical experience of its project group as well as on a pool of partners that include high-level universities, specialised industries, research centers as well as national and local Law Enforcement Agencies.

#### **DESCRIPTION**

SAFE is currently looking for a Project Assistant or Junior Associate with project drafting and commercial/business development skills to support the design and set-up of new international projects in the field of security, as well as assist in their implementation.

Post location: Soave (Verona)

Contract starting date: 15 March 2021

Duration of the contract: 6 months – with possible extension to 24 months.

Type of Contract: starting with 6 months internship

Salary range: 600€ internship allowance (possible increments based on experience). Future salary range as Junior Associate between 1200€ and 2000€ per month (based on experience).

#### **TASKS:**

- Business Development - Scouting of funding opportunities in the security sector;
- Drafting of new project proposals;

- Identification of new partnerships with public and private actors in the EU and development of existing institutional network;
- Drafting of policy papers and technical reports;
- Monitoring of projects' activities and targeted support to daily project implementation and management (e.g. invoices, documentary proofs, project book-keeping, etc.);
- Support in the organization of logistics for events, seminars and other project activities, including online meetings and workshops;
- Drafting of news and meeting minutes.

**REQUIRED EXPERIENCE:**

- Previous working experience in the security, defence, human rights, and/or development sectors, with a focus on business development and drafting of project proposals;
- Bachelor's and/or Master's degree in Economics, International Relations, Law, Criminology, Intelligence, National Security, International Development or related fields and sub-fields;
- Post-graduate thesis on topics related to any of our activities and focus areas is an advantage;
- Certification or proven experience in project management is desirable;
- Proven knowledge of EU and neighboring countries/regions security context is an advantage;
- English proficiency required;
- Good knowledge of French, Spanish and/or Arabic is an advantage;
- Ability to work under pressure and to respect deadlines. Highly motivated and dynamic. Candidates must also possess critical thinking and organisational skills.

**HOW TO APPLY:**

To apply for this position, please send your updated CV and Motivational Letter to [valentina@safe-europe.eu](mailto:valentina@safe-europe.eu) by February 25, 2021

Only shortlisted candidates will be contacted. The selection process will include a screening interview, a written test and a final interview.