

## **JOB VACANCY**

### **Junior Associate / Junior Project Manager**

SAFE Foundation is a not-for-profit organization focused on promoting high-impact activities in the security, defence, rule of law, and fundamental rights sectors with a focus on EU Member States, North Africa, Middle East and Western Balkans. Our core activities include training and policy support in the areas of emergency management, CBRN risk mitigation, fight against organised crime, asset recovery, counterterrorism, as well as technological innovation for first responders. Nowadays we implement over 20 projects funded by EU, OSCE, NATO and other international and national donors. Since early 2021, SAFE manages an ex-NATO base in the north of Italy, which has been transformed into its training & testing area.

We built a multidisciplinary hub of in-house technical expertise with the goal of promoting security and freedom through innovative and high-impact projects, leveraging public-private partnerships. We can count on the sectorial and geographical experience of its core team as well as on a pool of partners that include EU MS Law Enforcement Agencies, public entities, universities, specialised industries and research centres.

#### **DESCRIPTION**

SAFE is currently looking for highly motivated Junior Project Managers with thematic expertise in the area of security, defence and rule of law and previous experience in the management (preparation, implementation and monitoring) of international projects. The selected candidates will be expected to work in the drafting and implementation of projects with a focus on the following programmes/donors: EU Internal Security Funds, European Defence Fund, Horizon Europe, NATO DIANA.

Post location: Soave (Verona) – no remote work foreseen

Contract starting date: End of 2022

Duration of the contract: 36 months, renewable.

Gross Salary range: based on experience

#### **TASKS:**

- Management of projects currently under implementation (Horizon Europe, ISF, EDIDP/EDF, etc.)
- Drafting of new project proposals in the field of security and defense and coordination with technical partners for content-related inputs;
- Contribution as technical quality control in the implementation of ongoing projects

- Identification of new donors to expand SAFE opportunities of funding
- Liaison with high-level institutions and stakeholders

#### **REQUIRED EXPERIENCE:**

- Previous working experience of 1-3 years in the security and defense sector, with a focus on the management of projects for programmes that include, but are not limited to, EU ISF, Horizon Europe, EDF, OSCE. Previous experience in the management of Horizon 2020 (or similar) projects is considered an asset.
- Bachelor's and/or Master's degree in Economics, International Relations, Intelligence, National Security, Criminology, International Development or related fields and sub-fields.
- Excellent project proposal writing skills and knowledge of EU programmes in terms of project proposal presentation requirements.
- Excellent project management, coordination and organisational skills.
- Excellent networking and business development skills.
- Attention to detail and proactivity are essential skills.
- Ability to work under pressure and to respect multiple deadlines. Highly motivated and dynamic with strong chain analytics.
- English proficiency required; working knowledge of other languages, in particular French and Arabic, is an asset.
- Proven knowledge of EU and neighbouring countries/regions security and defense context is an asset.
- Knowledge of the thematic field of environmental crimes is considered an asset.
- Availability to travel is an asset.
- Post-graduate thesis on topics related to any of our activities and focus areas is an advantage or direct work experience as Law Enforcement Agent, Military Officer, First Responder or similar are considered distinct advantages.
- Experience on training and testing activities in the security and defence sector is considered a distinct advantage.
- Strategic view and interest to invest for a long-term position are considered distinct advantages.

#### **HOW TO APPLY:**

To apply for this position, please send your updated CV and Motivational Letter to [safe@safe-europe.eu](mailto:safe@safe-europe.eu) by 14<sup>th</sup> November 2022. In your CV, please include two references of recent employers who can be contacted.

Applicants are encouraged to apply as soon as possible – assessment of CVs will be done on a rolling basis and the position may therefore be filled before the established deadline in case of identification of a suitable candidate. Only shortlisted candidates will be contacted. The selection process will include a screening interview, a written test and a final interview.