

JOB OFFER

Junior Project Manager

WHO WE ARE.

Security and Freedom for Europe (SAFE) Foundation is a non-profit foundation committed to promoting high-impact activities in the areas of security, defense, rule of law and fundamental rights, with a focus on Central Europe, the Western Balkans, North Africa, the Middle East and Asia. The main activities promoted by SAFE are aimed at improving European and international capabilities for emergency management, Chemical, Biological, Radiological and Nuclear (CBRN) risk mitigation, the fight against organized crime, the management of confiscated assets, and technological innovation applied to the above areas.

Composed of specialists who have been working in this field for more than 25 years, SAFE can rely on the sectoral and geographical experience of its staff, as well as on a network of partners that includes law enforcement agencies, public administrations, universities, research centers, and specialized entities from the private sector.

JOB DESCRIPTION.

SAFE is seeking a highly motivated and dynamic Junior Project Manager to support the implementation of projects funded by European and international entities in the areas of security, defense and emergency management. Candidates with previous experience in managing (preparing, implementing and monitoring) international projects are strongly encouraged to apply.

- Location: **Soave (Verona) - smartworking is not expected**
- Contract start date: **As soon as possible, ideally March 2024**
- Contract Duration: **Until September 30, 2026, with possible extension based on project and performance needs.**
- Salary (gross): **EUR 20,000 - 30,000 per year, depending on prior experience.**

TASKS

- Assist the Project Director in the implementation of a complex EU-funded project on the establishment of a mobile CBRN prevention and response capability to be deployed in support of the EU Civil Protection Mechanism. Planned activities include:
 - The writing of technical reports, research and policy papers, and formal documents related to the day-to-day management of the project.
 - Interaction and coordination with project partners to gather and consolidate their input as needed.
 - The organization of meetings, drafting agendas and minutes.
 - The provision of support in logistical organization for events, seminars and other project activities.

- The overall monitoring of the progress of project activities and its day-to-day management (including, the proper filing of invoices, accounting documents, etc., in support of the finance department).
- Assist colleagues in the implementation of currently ongoing projects as needed.
- Support the drafting of new project proposals.
- Support identification of new partnerships with public and private actors and consolidation of existing institutional network.

REQUIRED EXPERIENCE

- At least two years of work experience in the areas of security, defense, human rights and/or development. Prior experience in the CBRN field is considered an advantage.
- Bachelor's and/or Master's degree in Economics, International Relations, Law, Criminology, Intelligence, National Security, International Development or related fields and subfields. Educational qualifications related to the CBRN field is an advantage.
- Proven experience of at least one year in managing and coordinating complex international projects funded by the EU, UN or other multilateral organizations.
- Excellent coordination and organizational skills.
- Proven ability to work under pressure and meet multiple deadlines.
- Ability to critically analyze and draft formal documents in both English and Italian.
- Excellent written and spoken language skills (English and Italian at C1 level). Knowledge of other languages, particularly French and Arabic, is considered an advantage.
- Experience in dealing with entities such as law enforcement, military, and first responders is considered a significant advantage.
- Knowledge of the security and defense environment of the EU and neighboring countries/regions is an advantage.

HOW TO APPLY:

To apply, you must send your updated CV and a Motivational Letter (in English) to safe@safe-europe.eu by Monday, March 04, 2024 6:00 pm.

Applicants are encouraged to apply as soon as possible: CVs will be evaluated on an ongoing basis and the job offer may then be withdrawn before the deadline if a suitable candidate is identified. Only shortlisted candidates will be contacted. The selection process will include a preliminary interview, a written test, and a final interview.