

Datum: 10. januar 2018
ITF številka: 02-1-1/1-1/18

Objava prostega delovnega mesta »PROJEKTNI VODJA – M/Ž«

Pogoji za zasedbo delovnega mesta »PROJEKTNI VODJA«

- **PODROBEN OPIS DELOVNEGA MESTA:**

- razvijanje projektov
- identifikacija potencialnih donatorjev
- iskanje in prijave na razpise \ zbiranje sredstev za izvedbo projektov in programov
- pisanje projektnih predlogov (vsebinskega in finančnega dela)
- organizacija dela na projektih in programih,
- priprava in razvijanje PR materialov; priprava materialov/brošur za ozaveščanje o različnih problematikah;
- priprava vsebinskih in finančnih poročil o izvedbi posameznih projektov in programov
- predstavljanje ITF v mednarodnem okolju
- načrtovanje, organizacija in izvedba terenskih in monitoring obiskov v konfliktnih in post-konfliktnih državah, na lokacijah onesnaženih z minami in ostalimi eksplozivnimi ostanki vojn
- priprava letnih strateških načrtov/portfolia projektov za posamezno državo
- priprava partnerskih, izvajalskih pogodb in memorandumov

- Zahtevana izobrazba oz. tarifni razred: **družbene vede; VII/1**

- Trajanje zaposlitve: **določen čas 1 leta**

- Zahtevane delovne izkušnje: **5 let**

- Poskusno delo: **3 mesece**

- Vrsta zaposlitve: **polni delovni čas**

- Zahtevan vozniški izpit: **B**

- Zahtevano znanje jezikov: **AKTIVNO: znanje ruskega in angleškega jezika**

PASIVNO/PRODUKTIVNO: znanje bosanskega jezika

- Zahtevana usposobljenost: **Word, Excel, Internet, elektronska pošta, poznavanje neeksplozivnih ubojnih sredstev**

- Posebni pogoji: **vodstvene sposobnosti, timsko delo, zanesljivost, prilagodljivost**

- Rok za prijavo kandidatov: **10 dni**

- Način prijave kandidatov: **kandidati naj pošljejo vlogo po pošti in na elektronski naslov: andreja.gorisek@itf.si**

- Urnik dela: **dopoldan**

- Datum objave na ITF spletni strani: **10.01.2018**

- Datum sprejema prijave: **20.01.2018**

Vacancy Announcement for “PROJECT MANAGER (M/F)”

We are looking to recruit a talented and dynamic Project Manager who can drive forward our work in Central Asia and beyond.

- KEY RESPONSIBILITIES:
- project development;
- identification of potential donors;
- identification and applications to tenders \ fund raising for the implementation of projects and programs;
- project proposal writing (narrative and financial);
- organization and management of projects and programs,
- preparation and development of PR materials; preparation of awareness raising materials / brochures;
- drafting of narrative and financial reports on the implementation of individual projects and programs;
- presentation of ITF in the international environment;
- planning, organization and implementation of field and monitoring visits to conflict and post-conflict countries, at locations that are contaminated with mines and other explosive remnants of war;
- preparation of annual strategic plans / portfolio of projects for specific countries
- preparation of partnership agreements, implementation contracts and memoranda.

Qualifications and Experience:

- **5 years** of professional experience in project management, the field of mine action, conventional weapons destruction or related fields.
- **A BA degree (or higher)** in social sciences, political sciences, defence studies, international relations or similar.
- **Experience working in an international environment.**
- **Strong managerial skills, flexibility and ability to work as a team.**
- Other skills and qualifications: **use of Word, Excel, Internet, E-mail, knowledge of unexploded ordnance.**
- **Reliability and ability to travel.**
- Required driving license: **B**
- Valid EU work permit.
- Fluency in the following languages: **Russian and English**. Working knowledge of **Bosnian** language.
- Duration of this **full time employment** is fixed for the time of **1 year with a trial period of 3 months**. The selected candidate will be **based in Slovenia with frequent travel abroad**. Start date: as soon as possible.
- Interested candidates should **send an application (CV and cover letter) until 20 January 2018 by e-mail to Ms Andreja Gorisek** at andreja.gorisek@itf.si