

Project Manager “BIC Africa” at EBN

The European Business & Innovation Centre Network (EBN) is recruiting a **Project Manager** starting **ASAP** to join the EBN team.

The candidate may be in Brussels or **remote-based in Europe** (with several annual trips to Brussels).

[BIC Africa](#) funded by the European Union is a regional network supporting selected business incubators (BIs) in stimulating entrepreneurship and creating and consolidating new innovative start-ups in Eastern and Southern Africa, with a specific focus on youth and women. The project aims to strengthen entrepreneurship and foster decent job creation and sustainable livelihoods.

More info about EBN's current projects can be found [here](#).

JOB DESCRIPTION

Support the Team Leader in the daily management of the Project including being responsible for the administrative aspects.

The duties and tasks for this position will include, but are not restricted to:

- Organisation of the technical activities of the project, including project events, partner meetings, training courses, etc. in coordination with the rest of the BIC Africa and EBN teams, including logistical organization, coordination with all the counterparts, taking minutes, assistance during the events and reporting;
- Drafting of technical reports, documents and deliverables of the project (for the production of contractual interim reports);
- Organisation and support to expert missions in the beneficiary countries in Sub-Saharan Africa (agenda, logistical organisation);
- Contribution to the content design of the Project's Communication activities and visibility plan implementation: newsletter, communication materials etc;
- Reporting on the OPSYS System (EC Platform);
- Assistance in financial planning and reporting reconciliation of transactions made and monitoring;
- Contribute to the financial reporting of the Project;
- Networking with donor agencies, beneficiaries, project partners, institutions, subcontractors and experts;
- General administrative duties.

Required Experience

- Minimum 2 years of professional experience in the management (technical, administrative and financial) of European/development projects and/or technical assistance at the international level, preferably in the fields of private sector development/entrepreneurship;
- Experience in similar positions (project manager, project management assistant, component manager, project officer);
- Significant experience in the implementation of project monitoring and evaluation systems;
- Previous work experience in the field of entrepreneurship, startups, and business incubators/accelerators is desirable;
- Significant experience in procurement and contracting;
- Experience in event management and public speaking.

Required Skills

- Knowledge of project management methodologies and project cycle tools and processes;
- Excellent command of written and spoken English, other languages are a benefit (particularly French);
- Administrative and financial management: supervision of administrative services, contracting, accounting services, budget management, supervision of financial reporting, etc.;
- Ability to conduct a dialogue with public and private partners;
- Ability to develop and implement project management tools;
- Excellent communication & presentational skills;
- Ability to multi-task and work to meet tight deadlines;
- Very good knowledge of Microsoft office package;
- Availability to travel;
- Proven organisational skills;
- Be a good team player.

Deadline for application: 31/01/2023

Qualified candidates should submit via email to job@ebn.eu:

- CV
- Cover letter (one-page max)

Please use "Project Manager BIC Africa" as the subject line of the mail.

Please note that only shortlisted candidates will be contacted.

Start date: as soon as possible.

Candidatures will be treated confidentially. EBN is an equal opportunities employer.