

Position: FWC Project Manager in Madrid, Spain
Deadline for applications: 31/05/2022
Contracting firm: ALTAIR ASESORES

Job description:

ALTAIR is seeking candidates for a position in the Framework Contract department in its headquarters in Madrid.

Main duties:

The FWC Project Manager will be in charge of the implementation of FWC specific assignments, including the following duties and tasks:

- Managing the *preparation of technical proposals* for specific Requests for Service, ensuring consistency of different contributions
- *Implementation* of FWC specific contracts, including all administrative and contractual aspect vis-à-vis the different Contracting Authorities. Upload and management of related documents online through the Altair FWC Platform.
- *Financial control* of projects: preparation of invoices and invoicing follow up; budget control and supporting documents control.
- *Experts management*: high level communication and relationship with experts; negotiation of payment terms and preparation of contracts; management of all necessary logistics aspects for experts deployment; supervision and administrative aspects of experts' work.
- *Control, supervision and reporting support*: quality control of reports prepared by experts, including format, proofreading and control of deadlines.
- *Communication and coordination with Consortia partners* and other implementing partners: maintaining excellent relations with Consortia Partners, assisting them with internal rules and procedures.

Candidate Profile:

Education

- Master's degree;
- A Master's / postgraduate degree in Development Cooperation or other related area will be an asset.

Experience

- Strong organizational skills and ability to manage multiple tasks simultaneously;
- Ideally 3 years of professional general experience;
- Proven experience working with cooperation projects for consultancy firm or similar;
- Professional experience working with multilateral and/or bilateral donors, especially the EU, will be considered an advantage;
- Ability to meet strict deadlines and to work under pressure
- Team player

Language skills

- Excellent command of written and spoken English and French (fully fluent): capacity to write technical documents and exchange emails on a daily basis; ability to hold conversations and negotiations with the experts, partners and institutions.

Interested candidates please send CV to Zuzana Galaunerova (z.galaunerova@altairasesores.es) including "FWC Project Manager" in the subject.