

Position: Project Manager
Contracting firm: ALTAIR ASESORES S.L.
Time Frame: Full-time

Job description:

ALTAIR is seeking candidates to join its Business Development Unit (BDU) in Madrid.

Altair Asesores is a Spanish consultancy company, which offers first-rate legal advice and consulting services in Spain and abroad in the following areas:

- Human rights, democracy, and rule of law
- Public administration reform, local authorities, and decentralization
- Migration, security, and conflict resolution
- Regional integration, political dialogue, and outreach
- Civil society and social inclusion
- Cross-cutting issues such as gender, sustainable development, and climate

The Business Development Unit oversees the identification of new opportunities: technical assistance projects funded by international donors (especially EU), and of the preparation of the bids to respond to tender procedures.

Duties and tasks:

- Identification of business opportunities, including analysis of Action Plans of different donors
- Preparation of technical and financial proposals
- Search of external consultants and technical evaluation of their CVs: selection of the best candidates according to the requirements of the bid
- Identification and selection of business partners
- Evaluation and selection of references from the different partners of Altair
- Tailoring and formatting of CVs and references

Candidate Profile:

Education background

- Master's degree in political science, economics, international relations, development studies, or equivalent

Professional experience

- At least 3 years of professional general experience, preferably in the sector of development cooperation
- Previous experience in the implementation/preparation of donor-funded projects (EU, World Bank, UNDP, etc.) such as Technical Assistance or Framework Contracts

- Very good knowledge of Office Package
- Knowledge of Visio or similar programs will be an asset
- Strong organizational skills and ability to manage multiple tasks simultaneously
- Ability to meet strict deadlines and to work under pressure
- Team player

Language skills

- Excellent command of written and spoken English: capacity to write technical documents and exchange emails on a daily basis; ability to hold conversations and negotiations with experts, and partners. Proficiency in French will be considered a strong asset.

Interested candidates, please send CV to Agnese Gambari (a.gambari@altairasesores.es) including "Project Manager BDU" in the subject

