

**FWC Project Manager in Madrid, Spain**

**Deadline for applications:**

15/08/2022

**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 mainly in **charge of the implementation of FWC specific assignments**, including the following duties and tasks:

- *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.
- *Preparation of technical proposals* for specific Requests for Service, ensuring consistency of different contributions

**Candidate Profile:**

**Education**

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

**Experience**

- Ideally 3 years of professional general experience
- Previous experience in implementation/preparation of donor funded projects (EU, World Bank, UNDP etc.)
- Proven experience working with cooperation projects for consultancy firm or similar
- Strong organizational skills and ability to manage multiple tasks simultaneously
- 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:**

- Indispensable excellent command of written and spoken French (native/ bilingual) and English (proficiency) 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](mailto:z.galaunerova@altairasesores.es)) including "FWC Project Manager" in the subject